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ABSTRACT

The purpose of the Florida State Library's Long-Range Plan is to implement the provisions of the Library Services and Construction Act (LSCA). The introduction to the report outlines the purpose and planning process of the plan. Section I contains a profile of Florida. Sections II and III examine the status of the Division of Library and Information Services and Florida's Public Libraries. Section IV presents a needs assessment of Florida academic, state institution, school, and special libraries. Section V examines the governmental structure of Florida as it relates to libraries and identifies executive departments and organizations concerned with the delivery of library service at the state level. Section VI delineates a plan for establishing an evaluation process to monitor and evaluate programs and projects supported under LSCA. Section VII presents an outline of the plan's goals and objectives and the state policies that guide Florida's LSCA grant program. Specific policies, goals, and objectives are then presented for Title I--Library Services, including special populations and services; Title II--Public Library Construction; and Title III Interlibrary Cooperation and Resource Sharing. Summary statistics for Florida public libraries for fiscal year 1991-92 are appended and an index is provided. (JLB)

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ED 375 848

FLORIDA

LONG-RANGE PROGRAM FOR LIBRARY SERVICE

An LSCA Five-Year Long-Range Plan
1993-94

State Library of Florida
Florida Department of State
Jim Smith, Secretary of State

Funded in part under provisions of the
Library Services and Construction Act, as amended.

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FLORIDA

LONG-RANGE PROGRAM FOR LIBRARY SERVICE

◆ An LSCA Five-Year Long-Range Plan ◆
1993-94

State Library of Florida

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INTRODUCTION

PURPOSE

The purpose of Florida's Long-Range Program for Library Service is to implement the provisions of the Library Services and Construction Act, as amended, which provides grants to assist states in:

1. The establishment, extension and improvement of public library services to areas and populations of the states which are without such services or to which such services are inadequate;
2. Public library construction and renovation;
3. Improving state and local public library services for older Americans, and for handicapped, institutionalized and other disadvantaged individuals;
4. Strengthening the state library administrative agency;
5. Promoting interlibrary cooperation and resource sharing among all types of libraries;
6. Strengthening major urban resource libraries;
7. Increasing the capacity of libraries to keep up with rapidly changing information technology.

PLANNING PROCESS

1. The Florida Long-Range Program for Library Service has been developed by the Department of State, Division of Library and Information Services in compliance with requirements set forth in Section 6(d) of the Library Services and Construction Act. It has been continually reviewed and revised; and outlines a five-year plan of development for library services and programs in the State. Although the Program is principally guided by requirements of the Act, it represents a comprehensive funding approach using federal, state and local resources.
2. The Program includes advice from the Florida State Advisory Council on Libraries; results of plans, studies, standards and other sources of information; and results of coordinated work and consultation with public, academic, school and private library representatives.
3. The Program also incorporates methods of and policies for continuous

evaluation of library services and programs and subsequent programs of sharing the results of such evaluations.

4. The Florida Long-Range Program for Library Service has been developed in consultation with the Administrative Librarian, Library Programs, Office for Educational Research and Improvement, U.S. Department of Education, in accordance with Section 6(d) of the Act. The Administrative Librarian has consulted with the Division of Library and Information Services through correspondence and by telephone.

5. Sources most frequently referred to in planning are:

    a. Minimum Standards for Public Library Systems, 1966. Public Library Association, American Library Association, 1966.

    b. Standards and Guidelines for Florida Public Library Services. Florida Library Association, 1985.

    c. Standards for Library Functions at the State Level, Revision of the 1970 Edition. Association of Specialized and Cooperative Library Agencies, American Library Association, 1985.

    d. Information Power: Guidelines for School Library Media Programs. American Association of School Librarians and Association for Educational Communications and Technology, American Library Association, 1988.

    e. Library Standards for Juvenile Correctional Institutions. American Correctional Association and the American Library Association, 1975.

    f. Bayley, Linda et al. Jail Library Service: A Guide for Librarians and Jail Administrators. Association of Specialized and Cooperative Library Agencies, American Library Association, 1981.

    g. Planning the Small Public Library Building (Small Libraries Publication No. 11) Library Administration and Management Association, American Library Association, 1985.

    h. Florida School Library Media Programs: A Guide for Excellence. Florida Department of Education, 1977.

    i. Revised Standards and Guidelines of Service for the Library of Congress Network of Libraries for the Blind and Physically Handicapped, 1984. Association of Specialized and Cooperative Library Agencies, American Library Association, 1984.

j. Standards for Libraries at Institutions for the Mentally Retarded. Association of Specialized and Cooperative Library Agencies, American Library Association, 1981.

k. Standards and Guidelines for Client Library Services in Residential Mental Health Facilities. Association of Specialized and Cooperative Library Agencies, American Library Association, 1986.

l. A Statewide Plan for Library Networking and Automated Library Systems Development in Florida: Final Report of Phase III of Study of Statewide Automated Library Systems and Networks for the State of Florida. King Research, Inc., Jose-Marie Griffiths and Paula Meise Strain, Tallahassee, FL 1986.

m. Library Standards for Adult Correctional Institutions. Association of Specialized and Cooperative Library Agencies, American Library Association, 1991.

SECTION I

PROFILE OF FLORIDA

POPULATION

Florida's population has continued to grow at a fast pace. This rapid growth has resulted in a number of substantial changes in the fundamental makeup of the State's population, which has far-reaching implications for social, economic and political life in the state.

The estimated population of Florida on April 1, 1991 was 13,424,416. This represents an increase of 486,490 since 1990 and a 32.7% increase since 1980. Comparatively, Florida has ranked among the four fastest growing states every decade since 1920 and is currently the fourth most populous state, trailing only California, New York and Texas. These population estimates do not reflect the large numbers of temporary residents such as tourists or snowbirds. Many places in Florida have large numbers of temporary residents during certain times of the year, making their total de facto populations much larger than their permanent populations.

One of the consequences of Florida's population growth has been the change in its composition in terms of age and race. In 1970, over 25% of Florida's population was under age 15, and only 15% was aged 65 or over. From 1980 to 1990, the estimated population under age 15 declined from 19.3% to 18.8, while the age group of persons 65 and older concurrently increased from 17.3% to 18.2% A substantial percentage of this age group is physically handicapped or unable to utilize traditional library services. These changes have resulted in a population shift with wide-ranging implications for library service.[1]

THE ECONOMY OF FLORIDA

Florida has traditionally not been particularly susceptible to the nation's business cycles. Its high growth rate and the nearly two million retirees living in the state on fixed social security or pension incomes have served to stabilize the economy of the state to a degree.

Nevertheless, the structure and condition of the state's economy profoundly affect the nature of the library service available to its citizens. In particular, disparities among the economic resources available to Florida counties and municipalities to support public library service are extreme. This is due to the nature of the state's legal basis for public library support, which draws primarily upon ad valorem support. Due to economic variations among different areas in Florida, some counties and municipalities are less able to adequately support library services.

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[1] Florida Estimates of Population, April 1993.

SECTION II

DIVISION OF LIBRARY AND INFORMATION SERVICES

RECENT LEGISLATIVE HISTORY

The legal basis for the existence and operation of the state library administrative agency is an important determinant of the manner in which its responsibilities are met. Florida's State Library was not created by the State Constitution; rather, it is a product of action by the State Legislature. The most important legislation concerning the State Library is Chapter 257 of the Florida Statutes, which authorized creation of a State Library in 1925. Through the years, this legislation has been amended on several occasions, but still stands as the legislative basis for the agency, the definition of its duties and responsibilities, and the establishment of a program of state aid to free public libraries.

In recent years, a number of amendments of varying significance have been made to Chapter 257. From 1925 to 1962, the State Library was administered by the State Library Board, composed of three members appointed by the Governor to four-year terms. The Board appointed the State Librarian who served as Secretary of the Board. In 1963, the Board was expanded from three members to seven and was renamed the Florida Library and Historical Commission. This newly named agency was given responsibility for the collection, recording and dissemination of information about Florida history, in addition to its library functions. Equal emphasis was given to both the library and historical functions by the Commission.

Two significant developments occurred in 1967. First, Chapter 257.27 created a twelve-member State Committee on Libraries. This Committee, consisting of public officials, professional librarians, and citizens, was charged with studying the quality of library services available to the citizens of Florida and with recommending changes in Florida law which might improve services. The Committee was to present its findings to the Governor, the Senate, and the House of Representatives at the next session of the Legislature.

Second, Chapter 267, covering the provisions of the Florida Archives and History Act, was passed in 1967. In summary, this legislation relieved the State Library of its previous historical functions and maintenance of certain public records by creating a Florida Board of Archives and Record Management; Historical Sites and Properties; Historical Museums; and Publications.

The most significant legislative changes bearing on the State Library have occurred since 1968. In that year, a new Constitution was adopted which limited the number of executive departments to no more than twenty-five. The State Library was transferred from the Florida Library and Historical Commission to the Department of State and became the Division of Library Services. At the same time, the Archives and History Board was also transferred to the Department of State and became the Division of Archives, History and Records Management.

The Florida Library and Historical Commission became the State Library Council and the membership was expanded to include not only general advisory responsibilities provided by Florida Statutes, but also the advisory responsibilities required by the Library Services and Construction Act. The Council acted as the State Advisory Council on Libraries.

Because the expanded State Library Council became too unwieldy and expensive, the 1974 revision of Section 257.01 provided for a State Library Council of seven members appointed by the Secretary of State. A State Advisory Council on Libraries consisting of eleven members was also appointed by the Secretary of State under the provisions and requirements stated in the Library Services and Construction Act as advisors in matters concerning this Act.

A 1983 revision of Chapter 257 established incentives for multi-county regional public library systems as well as extended and defined various responsibilities of the State Library. In 1986, the archives and records management functions were transferred to a newly renamed Division of Library and Information Services. The former Division of Archives, History and Records Management was renamed the Division of Historical Resources.

Reflecting the evolving role and functions of the agency, in 1991, responsibilities of the Bureau of Interlibrary Cooperation were divided between the Bureau of Library Development and the Bureau of Library Services and renamed Bureau of Library and Network Services. The Bureau of Interlibrary Cooperation was discontinued.

A significant revision of the State Aid to Libraries program was enacted by the Legislature in 1992. The change allowed increased funding of multicounty libraries; increased aid to counties with limited tax resources; and development of library cooperatives.

STATUTORY RESPONSIBILITIES

The Division of Library and Information Services is one of the seven divisions within the Florida Department of State. The Florida Statutes state that the Division "shall perform such services and engage in any other activity, not contrary to the law, that it may think appropriate in the development of library service to state government, to the libraries and library profession of the state, and to the citizens of the state."

Specifically, the Division is statutorily responsible for the following:

- Providing aid and assistance, financial, advisory, or otherwise to all public, state institutional, academic, and school libraries.

- Administering and allocating state and federal funds for developing and improving library services at the local and state level.

- Providing public access to the bibliographic resources of the state through a computer-assisted communications network.

- Maintaining a library for state officials and employees, especially of informational material pertaining to the phases of their work.

- Making all necessary arrangements to provide library service to the blind and physically handicapped citizens of the state.

- Preparing, publishing, and distributing bibliographic and other special materials for the public.

- Conducting courses of library instruction and holding librarians' institutes in various parts of the state.

- Administering the state documents depository program.

The Division of Library and Information Services additionally provides service to other state agencies; works toward strengthening overall statewide development of libraries; and plans and implements statewide management of public records. The Division also receives federal Library Services and Construction Act funds for use by Florida libraries.

DIVISION MISSION STATEMENT

The Division of Library and Information Services, in the Florida Department of State, provides leadership and support in the development of library, records management, and archival services at the state and local level. The Division provides direct library services to state government; develops library services statewide; and provides archival and records management services, technical assistance, education, financial aid, and cooperative services. Working in partnership with archivists, librarians, records managers, governmental officials,and citizens, the Division seeks to assure access to materials and information of past, present, and future value to enable local libraries and agencies to provide effective information services for the benefit of the people of Florida.

ORGANIZATION

Library functions at the state level are performed by the Department of State, Division of Library and Information Services. The chief administrative officer of the Division of Library and Information Services, the State Librarian and Division Director, is appointed by the Secretary of State. The Division is subdivided into three bureaus, plus the Office of the Director, consisting of the State Librarian, the Assistant State Librarian, and immediate administrative staff. The Director's Office is responsible for planning, developing, directing, coordinating, and evaluating the statewide program of library services, library services development and public records management pursuant to Chapters 119 and 257, Florida Statutes.

The three bureaus of the Division are: (1) Library Development, (2) Library and Network Services, and (3) Archives and Records Management.

Bureau of Library Development. This Bureau is responsible for planning, organizing and coordinating a program of county, regional and institutional services; developing and improving statewide multitype library cooperative activities; and developing and supporting library services to the blind and physically handicapped through the administration of State and Federal Aid; The Bureau provides training and technical assistance for local and state agency personnel, associations, and governing bodies and coordinates a statewide program of recruitment and placement of qualified library personnel. It is also responsible for the accumulation and publication of quantitative data and informational material designed to inform and educate associated personnel and governing bodies; program evaluations designed to assess program accomplishments and identify program deficiencies.

> *Mission Statement: The Bureau of Library Development serves public and state institution libraries and multitype library cooperatives by providing leadership, advice and information. The Bureau staff works in partnership with library staff, trustees, and Friends as well as governing officials throughout Florida to develop and improve library services and promote cooperation among libraries of all types. Through planning, technical assistance, funding, training, advocacy, information sharing, and formal and informal communications, the Bureau strives to insure that all Floridians have access to library services of the highest quality.*

Bureau of Library and Network Services. The Bureau of Library and Network Services is responsible for planning, organizing and directing the State Library. This includes the responsibility for reference and information services to state agencies, other libraries, and the general public; administration of the interlibrary loan network; maintenance of circulating collections, and the provision of circulation services; administration of the State Documents Depository Program and the distribution of State documents to designated depositories; maintenance and

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provision of audiovisual library services and technical assistance with regard to media programming; acquisition and cataloging, and processing of library materials in all forms of media. The Bureau also supports Division-wide network and automation services for the library program.

Bureau of Archives and Records Management. This Bureau has statewide responsibility to promote the economical and efficient management of public records as defined in Chapter 119, Florida Statutes, and to preserve those records that have permanent or long-term historical or research value. The Bureau provides service and technical assistance to the general public, state, county and local governments on management and preservation of records through the operations and administration of the Florida Records Center and the Florida State Archives.

> *Mission Statement: The Bureau of Archives and Records Management has statewide responsibility to promote the economical and efficient management of public records as defined in Chapter 119, Florida Statutes, and to preserve those records that have permanent or long-term historical value. The Bureau provides service and technical assistance tot he general public, state ,county and local governments on management and preservation of records. The Bureau is organized into three sections: Public Services, Records Analysis, and Technical Services.*

RESOURCES

Facilities

The Division of Library and Information Services has been housed in the R. A. Gray Building since 1976. With the addition of the Bureau of Archives and Records Management in 1986, operations have expanded to the Chapman Building and the State Records Center.

The R. A. Gray building is located in the Capitol Center, with approximately 105,000 square feet of space designated exclusively for Division purposes. In addition, an auditorium, conference room and meeting rooms are shared by two Divisions. Library space includes 34,000 square feet of stack area capable of holding 1,000,000 volumes. The State Archives stack space includes 45,000 square feet of temperature and humidity-controlled space for archival material. The State Records Center houses 75,000 cubic feet of records in its facility.

The building meets all legal requirements and conforms with American National Standards Institute, Inc., Specifications for Making Buildings and Facilities Accessible to and Usable by Physically Handicapped People, 1980 (ANSI A117.1-1980)

Materials

As of June, 1992, the Division of Library and Information Services collection included 266,994 volumes of books, 8,456 bound periodicals and newspapers, 18,172 reels of microfilm, 273,993 microfiche, 2,643 videocassettes, 4,743 16mm films, 750,000 photographs, 32,000 cubic feet of archival records and 1,039 periodical subscriptions. Special collections of Florida history and government documents, public records, manuscripts, photographs and genealogy are maintained. The Division is a selective U.S. Document Depository with approximately 135,798 U.S. documents and approximately 113,941 Florida documents. The Division operates a system for collecting and disseminating state documents.

Funding

In state fiscal year 1992, the Division of Library and Information Services expended $25,174,586 General Revenue funds for administration, operations, the State Aid to Libraries grant program for public libraries, and state Public Library Construction grants.

SECTION III

FLORIDA'S PUBLIC LIBRARIES

RECENT LEGISLATIVE HISTORY

State legislation concerning the establishment and maintenance of local public libraries provided separate statutes for municipalities and counties. Municipal library formation and administration were encompassed by Chapter 167 of the Florida Statutes. This legislation was permissive in nature in that the establishment and maintenance of municipal libraries was left to the discretion of the city or town council, subject to approval of the question by a majority of voters in an election. This legislation set forth provisions for establishing a library board and delineated its powers and responsibilities. The most significant provisions of Chapter 167 related to library taxes. A tax levy for municipal libraries was permitted but was limited to a maximum of two mills per dollar on the assessed value of property. The funds collected from this tax were maintained in a library fund separate from general revenue monies, with expenditures controlled by the library board.

Chapter 167, Section 167.005 through 167.78 inclusively, Florida Statutes, was repealed in 1973 by the general provisions of chapter 73-129, Laws of Florida, cited as the "Municipal Home Rule Act." Thus, local municipal governments are empowered to establish a public library under the general powers in Chapter 166, Florida Statutes:

> *166.021 Powers--As provided in s.2(b), Article VIII of the state constitution, municipalities shall have the governmental, corporate, and proprietary powers to enable them to conduct municipal functions, and render municipal services, and may exercise any powers for municipal purposes, except when expressly prohibited by law.*

State legislation governing the establishment and maintenance of county libraries has undergone revision. Prior to the 1971 legislative session, the controlling statute in this area was Chapter 150 of the Florida Statutes. This was repealed by Chapter 71-14, Laws of Florida.

The establishment of county public libraries continues to be permissive under the general provisions found in Chapter 125, Florida Statutes:

> *125.01 Powers and duties--(1) The legislative and governing body of a county shall have the power to carry on county government. To the extent not inconsistent with general or special law, this power shall include, but shall not be restricted to, the power to:...(f) Provide...libraries...*

The 1978 Florida legislature enacted a bill relating to libraries, Chapter 257.125, Florida Statutes, requiring that certain registration and circulation records of public libraries shall be confidential information; providing a penalty; providing an effective date.

> *257.125 Library registration and circulation records--All registration and circulation records of every public library, except statistical reports of registration and circulation, shall be confidential information. Except in accordance with proper judicial order, no person shall make known in any manner any information contained in such records. As used in this section, the term "registration records" includes any information which a library requires a patron to provide in order to become eligible to borrow books and other materials, and the term "circulation records" includes all information which identifies the patrons borrowing particular books and other materials. Any person violating the provisions of this section is guilty of a misdemeanor of the second degree, punishable as provided in s.775.082, s.775.083, or s.775.084.*

PRESENT STATUS

Public libraries in Florida have improved since passage of the Library Services Act in 1956. In 1953, library services in Florida left more than one-third of the State's population virtually untouched. Little attention had been given to serving rural areas and there were no regional libraries.

LSCA funds have been put to good use in establishing libraries in Florida. Residents of twenty-four counties are served through eight multicounty libraries, and residents of thirty-eight counties are served through countywide libraries. Two counties support library services below minimum standards for the State Aid to Libraries grants program; and some municipalities provide public library service in three counties. Overall, 97.25% of all Floridians have access to public library service.

PUBLIC LIBRARY STATISTICS

The State of Florida conducts a survey of libraries annually requesting the previous fiscal year's information. The data is compiled in the yearly publication, Florida Library Directory with Statistics. The survey requests additional information which is not reported in the Directory but is kept on file at the State Library. Librarians may request comparative information from these files at any time. The annual survey also supplies the information submitted on Florida to the Federal/State Cooperative Public Library Data System.

In addition, statewide surveys and studies on concentrated areas of interest are being conducted by independent individuals in the Florida library community.

Using the 1985 revised Standards and Guidelines for Florida Public Services, the 1966 ALA Minimum Standards for Public Library Systems, and the data compiled through the 1992 survey, the following statistical analysis has been determined.

Resources

Volumes Held: In fiscal year 1991-92, holdings of books and other materials by Florida libraries totaled 30,103,678 for a legal service population of 12,808,240 or 2.35 volumes per capita. The minimum Florida standards for holdings range from 20,000 items for a population of 5,000 up to 1,000,000 items for a population of 1,000,000.

Florida public libraries circulated 64,236,788 items to 5,617,341 registered borrowers in 543 service outlets. Circulation per capita was 5.02, and each item circulated an average of 2.13 times during the year.

Periodicals: A graduated scale for periodicals based on population and level of service is recommended in the revised Florida Standards. Minimum standards range from 40 titles for community populations less than 10,000 to 1,100 titles for community populations over 1,000,000. Last year, Florida libraries reported 38,928 periodical titles, up from 36,032 in 1991.

Audio Visual: Florida standards do not include standards for holdings of non-print media. In fiscal year 1991-92, Florida public libraries reported owning 249,088 titles of audio and video titles and film.

Since 1978 the Division of Library and Information Services has provided a film center financed with Library Services and Construction Act Funds. It provides access to more than 7,386 16mm films and videos for libraries which otherwise could not provide materials in this medium. To a certain extent, the center also reinforces the services of those larger libraries which have film collections of their own.

Personnel

The effective delivery of any service, including library service, is determined to a great extent by the number of qualified persons engaged in providing the service. Inadequate staffing can impede all phases of an otherwise well-planned library. Further, lack of qualified personnel serves to intensify problems associated with facilities or other input factors. The personnel component is an important element in analyzing the status, capabilities, and quality of services provided by public libraries.

Staffing standards for professional librarians vary depending on the number of persons to be served. In 1991-92, public libraries had 1,045 librarians who held fifth year degrees in library science. Additional staff totaled 4,624 and there were 919 regularly scheduled volunteers.

Facilities

Facilities are, of course, a major determinant of the level and quality of library services and are also one of the more expensive inputs into a library for providing such service.

Based on the standard of 0.6 square foot per capita of floor space, Florida libraries occupy 4,931,008 square feet in 380 facilities. This provides for only .38 sq.ft. per capita or 64% of the state's needs. While Florida standards and consultants working with local long-range planning guidelines continue to stress the importance of projected expansion of service for a minimum of 20 years, many facilities constructed since 1972 are inadequate.

PUBLIC LIBRARY ORGANIZATION

Analysis of the organization and administrative structures of public libraries is an essential element in providing a composite view of their present status. This structure is a major determinant of the quality of services provided as well as the efficiency with which services are delivered.

Library Boards

Most public libraries in Florida have a library board whose powers and authority are determined at the local level and whose members are appointed by the local government. Prior to 1971, Chapter 150 of the Florida Statutes provided guidelines for the appointment and authority of library boards. In 1971, Chapter 150 was repealed and replaced with Chapter 125, which provides for home rule. Library boards are not mentioned. The local government is free to establish a board or not. If a board is established, the local government may grant the board as much power as it chooses, assign the board as many responsibilities as it wishes, and withhold as much authority as it feels necessary. As a result, no two boards in Florida are alike. Most boards serve in an advisory capacity, acting as sounding boards for the library director and making recommendations to the local government. Currently, approximately ninety libraries report the existence of an advisory board.

Internal Organization

The internal organization of libraries vary. The principal determinants of the existing structure seems to be available funds and population served. Libraries with large budgets and serving large numbers of persons are able to employ specialists for programs for children, young adults, business and science reference, etc. In such situations the head librarian, or director, has few responsibilities in technical areas. The head librarian is primarily an administrator and relies on division, department, or program supervisors and other staff members who have responsibilities in technical areas.

In the smaller libraries the director has the same general administrative responsibilities, though on a smaller scale, and also has responsibilities for circulation, book selection, reference services, etc. Since the funding capabilities and the population served are at lower levels, much of the fiscal ability to hire specialized persons and offer a wide variety of services is absent.

The legislative basis for organizing public libraries has contributed to the diversity of organizational structure and to the number of public libraries in the state. Until recent years, the formation of public libraries was based on the provisions of Chapter 150 and 167 of the Florida Statutes. This legislation was permissive in nature and failed to provide guidelines for library organization; rather, it simply permitted their organization within broad procedural limits. This situation was not altered with the repeal of these provisions.

LIBRARY STRUCTURES

In Florida, there are 62 counties which provide countywide service through 46 county or multicounty libraries. These libraries serve more than 94.14 percent of the population. An additional 5.9% are served by two counties that support libraries below minimum standards for State Aid eligibility or by municipal libraries in three counties.

A county designates the administrative unit through which services are delivered. The administrative unit may be a department of county government which centrally administers service delivery among participating libraries in the county, or the county may contract with a city within its boundaries. Counties may also choose to contract with another county or with a city located in another county. Under Florida law, a county may contract with a nonprofit library corporation or association.

While 38 of the counties qualifying for state aid have separate county libraries, 18 are members of multicounty libraries involving contractual arrangements which range in number from two to six counties.

An extension of the regional approach, though less formalized, is evidenced by the five library resource centers which have been designated. These centers, located in Fort Lauderdale, Miami, Jacksonville, Orlando, and Tampa, are the five largest public libraries in Florida. Their purpose is to share their resources and services and permit interlibrary loan use of existing large, high quality collections. In this manner, the present strengths of the state's library system benefit all citizens.

INTERLIBRARY COOPERATION

A major reassessment of Florida's interlibrary cooperation, resource sharing, and automation program is currently in progress. The current long range plan is being reviewed and revised to enable the Division to respond effectively to new technologies and emerging trends in library networks and resource sharing. The planning effort is focused on evaluating the current priorities; identifying new priorities that will position the Division and Florida's library community to respond effectively to a changing environment; and developing a plan that will be the basis for the coordination of statewide efforts to benefit all libraries in Florida. Leaders and representatives of key groups in Florida's library network and resource sharing community forms the task force that will advise the State Librarian on the plan.

The current plan was developed in 1985-86. The Study of Statewide Automated Library Systems and Networks for the State of Florida was conducted by King Research, Inc. under contract with the Division of Library Services. The following publications resulted from the study:

1. Jose-Marie Griffiths, Paula Meise Strain, and Laurence W. Lannom. Survey of Automation; Study of Statewide Automated Library Systems and Networks for the State of Florida: Phase I, Final Report. (Rockville, MD: King Research, 1985)

2. Jose-Marie Griffiths, Lesley Harding, Laurence W. Lannom, and Paula Meise Strain. Evaluation of Survey Findings; Study of Statewide Automated Library Systems and Networks for the State of Florida, Phase II: Final Report. (Rockville, MD: King Research, 1985)

3. Jose-Marie Griffiths and Paula Meise Strain. A Statewide Plan for Library Networking and Automated Library Systems Development in Florida; Study of Statewide Automated Library Systems and Networks for the State of Florida, Phase III: Final Report. (Tallahassee, FL: Department of State, Division of Library Services, 1986)

4. Jose-Marie Griffiths and Paula Meise Strain. A Five-Year Plan for Provision of Services by FCLA to Florida Libraries; Study of Statewide Automated Library Systems and Networks for the State of Florida, Phase IV: Final Report. (Rockville, MD: King Research, 1986)

5. Florida Department of State, Division of Library and Information Services. Florida Long-Range Plan for Interlibrary Cooperation, incorporated herein as the Title III section of this Program.

As part of this study, an in-depth survey of public, academic, school district, and special libraries brought responses from 351 libraries (84% of those to which questionnaires were sent). Eighty-two percent of the libraries responding indicated that they were already involved in formal or informal cooperative or networking activities. Existing cooperative arrangements were ranked for their benefit to the libraries involved. Ninety-six percent of the libraries replied that the greatest benefit was access to greater resources. Of second importance, and cited by only 47% of the libraries, was cost savings.

In assessing aspects of future network activities, importance was ranked on a basis of 1 to 7 (greatest importance). Those factors ranking above 5 on the scale were, in order of importance: [1]

1. Interlibrary loan
2. Information retrieval
3. Reciprocal borrowing
4. Shared expertise
5. Union list of serials
6. Professional development
7. Indexing of local, regional, and other publications
8. Union catalogs
9. Communications
10. Delivery systems

The findings of the survey were analyzed in detail as to the potential needs and willingness of the libraries to participate in cooperative activities and their status and interest in automation of various systems on an intralibrary and interlibrary basis.

In the report on Phase III, A Statewide Plan for Library Networking and Automated Library Systems Development in Florida, recommendations were made for an inclusive library network in the state, based on conceptual networks of cooperative arrangements and using as tools the various library applications of automation. From that report, the Long-Range Plan for Interlibrary Cooperation (incorporated herein as the Title III section of this Program) was developed.

The network is evolving as a unifying organization. Existing library consortia such as the Central Florida Library Consortium, Northeast Florida Library Information Network, Panhandle Library Access Network, Tampa Bay Library Consortium, Southeast Florida Library Information Network, and Florida Center for Library Automation, and unifying elements of bibliographic control such as widespread inclusion in the On-Line Computer Library Center (OCLC)/Southeastern Library Network, Inc. (SOLINET) are being brought together in a coherent statewide pattern of development. Each consortium responds to the needs of its local members as well as provides a link to statewide systems.

Thus, instead of creating a completely new network, existing elements are developing and coalescing, and enhancements are being introduced. Interlibrary loan through the Florida Library Information Network (FLIN) is being continued. The protocols and procedures for FLIN are constantly redefined to provide for decentralization, reflecting extended full or "group access" membership in OCLC/SOLINET.

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[1] Griffiths, Survey of Automation, p. 7

In FY92, the Florida Library Information Network participating libraries loaned 190,008 items. This represents an increase of more than 20,000 items over the previous year. The leaders in supplying materials through FLIN include the State University System, Regional Resource Centers, and the State Library.

PUBLIC LIBRARY FUNDING

An important determinant of the level and quality of service provided by any agency - public or private - is the level of funding available to the agency. Any analysis of the services provided by these agencies must then consider the revenues available to finance administrative operations and programs. Public libraries are no exception to these generalizations; an understanding of their problems, particularly in view of the deficiencies identified above in relation to Florida's public libraries, must be based on knowledge of the sources and level of financial support given them.

Local public libraries receive funds from five principal sources:

county	derived from a general revenue appropriation or library tax;
municipal	from general funds or library tax;
state	under the State Aid to Libraries program provided by Chapter 257 of the Florida Statutes;
federal	primarily grants under provisions of the Library Services and Construction Act;
miscellaneous	such as donations and fines are also present.

The following represents a comparison of sources of funding for public libraries for a two year period between FY90 - FY92.

SOURCE	FY91-92	FY90-91
local (county or municipal)	87%	85%
donations, fines and other	3%	4.4%
state	8%	9%
federal	2%	1.6%

From this data it becomes obvious that the costs of public library services for the State of Florida are being borne largely by local sources, with local tax funds, donations, fines, etc. making up 90% of the funding picture.

The principal sources of these local funds are ad valorem taxes on property. Until recently, library funds derived from these sources were earmarked for use by public libraries. Recent legislation has altered this situation by placing an upper limit on the total millage levied. To obtain a share of these limited funds, libraries must now compete with other government services. A further point of significance in the financial breakdown given above is the low level of funding from the state.

Further examination of these revenues shows the level of revenue per capita for library services. These generalizations are based on total statewide expenditures reported and legal service population and do not reflect the actual operating expenditures of any particular library. Revenues of all reporting libraries for FY92 totaled $213,335,651. This together with an estimated legal service area population of 12,808,240 yields the following significant breakdowns of per capita revenue which reached the local level:

SOURCE	FY91-92	FY90-91
local funds [2]	15.04	14.63
state funds	1.38	1.38
federal funds	.24	.26
Total Per Capita Revenue	16.66	16.27

The library profession has always contended and believed that public libraries make a significant contribution to the educational process of society. In an effort to provide validity to this assertion, the State Librarian commissioned a study to examine the role of public libraries in the educational system of Florida. The LSCA-funded study entitled, Libraries Improve Florida's Education: a Report of the Role of Public Libraries in the Education of Florida's Children and Illiterate Adults was conducted in 1986 by Dr. E. Terrie and Dr. W. Summers. The study provided the foundation for the significant facts that in a great many states, the public library is part of a state's educational system; in Florida, public libraries are open longer hours and more days of the week than any other educational enterprise; preschool programs have a significant effect upon the child's subsequent reading and learning skills; children of school age attend programs in Florida public libraries to enrich and supplement their educational programs; almost half of the visits to public libraries by school age children have an educationally related purpose; and Florida public libraries provide almost one-third of the literacy training programs in the state.

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[2] Local funds include donations, fines and other, as well as locally appropriated funds.

SECTION IV

ACADEMIC, STATE INSTITUTION, SCHOOL, AND SPECIAL LIBRARIES

FLORIDA ACADEMIC LIBRARIES

Libraries form an important part of the foundation of the work of our public and private universities, colleges, and community colleges. Not only do they serve their immediate communities--students, faculty, and administration--they reach out to the entire population of the state and beyond through participation in interlibrary loan and resource sharing networks.

Academic libraries in Florida have combined holdings of more than 30,000,000 items; estimates include nearly 15 million items in nine state universities; 5.5 million items in the 28 community colleges; and 10 million items in 34 private institutions. Total annual expenditures by all these institutions exceed $133 million.

FLORIDA STATE INSTITUTIONS

More than 46,000 people are in Florida's 55 correctional, health and rehabilitative services, and other major state-supported institutions and are served by in-house libraries that provide an array of traditional and highly specialized library services. Library collections provide books, magazines, newspapers, audiovisual materials, and legal resources. Library staff also provide developmental, therapeutic, leisure, and educational programming. Institutional libraries are especially critical to their communities because, in most cases, public or other libraries are not accessible to the people living in the institutions. Financial support for the libraries normally includes a salary of one and, in a few cases, two employees and anywhere from $2,000 to $20,000 in non-salary operating funds.

FLORIDA SCHOOL LIBRARY MEDIA PROGRAMS

A library media program brings together under one administrative structure the elements of a program that formerly were designated separately as library, audiovisual services, radio and television. It retains the desirable elements of each of these programs, building upon them in order to make available to each educator and each student the contributions of a coordinated library media program. This concept of a unified library media program developed as the educational community responded to the changes and needs of a media-oriented society.

The library media program represents a combination of resources which includes people, services, materials, equipment and facilities. Its prime responsibility is to facilitate the teaching-learning process by providing resources and services which satisfy both individual and instructional needs of students in an atmosphere which promotes inquiry, creativity, self-direction, communication of ideas, and the ability to use rational processes. In this manner, the program provides a learning environment in which individual differences and enrichment needs can be met as students attain basic skills and achieve identified goals.

Library media programs are designed to assist learners in their ability to find, generate, evaluate, and apply information which helps them to function effectively as individuals and to participate successfully in society. They provide an opportunity for students to acquire and strengthen skills in reading, observation, listening, and communicating ideas. The programs are designed to ensure that students in elementary, middle, and secondary schools succeed in their educational program, as well as establishing habits of lifelong reading and learning.

In FY89, all of the more than 2,100 public schools in 67 districts had a library media center. State general revenue funds for operation of school library media centers totaled $164,844,289. In addition, federal funds totaled $5,800,899 and capital project funds for collections for new media centers totaled $8,359,972. Per student expenditure for materials and equipment ranged from a low of $6.80 to $42.98; the state average was $17.73. Print collections ranged from 8.4 items to 21.8 items per student; non-print from 1.1 to 7.2 items per student. While most schools had a certified library media specialist, the number of professional and support staff were inadequate to meet student needs.

The following major objectives for school library media program development have been adopted by the Division of Public Schools, Florida Department of Education.

Objective 1: Program. Provide a school library media program which successfully integrates learning resources and curriculum, and which supports users in problem solving, interest fulfillment, and creative expression.

Objective 2: Professional Personnel. Provide professionally qualified school library media personnel in sufficient numbers to establish and maintain adequate school library media services.

Objective 3: Support Staff. Provide appropriate school library media support staff to facilitate effective use of professional staff and learning resources.

Objective 4: Facilities. Provide space and furnishings to accommodate effective use of school library media resources and services.

Objective 5: Collections. Provide quality school library media collections in quantity required for achieving educational goals.

Objective 6: Access and Delivery. Provide an access and delivery system designed to make all available library media resources readily accessible to students, teachers, and administrators.

Objective 7: Evaluation. Establish plans and procedures for continuous and systematic evaluation of school library media services.

Objective 8: Teacher Education. Promote the development of teacher competencies in the selection, evaluation, and effective utilization of resources appropriate to instructional programs.

Objective 9: Public Awareness. Develop a public awareness of the essential role of the school library media programs and of facts related to school library media services and needs in Florida.

Objective 10: Cooperation. Provide effective utilization of school library media resources and services through cooperation with other education programs and library agencies at the local, district, and state levels.

Objective 11: Legislation. Promote the establishment of a sound statutory base for school library media programs.

FLORIDA SPECIAL LIBRARIES

Special Libraries are as varied as the fields of knowledge as they serve and preserve. Some serve large corporations, some specialize in one field of knowledge such as marine research or entomology, some serve professions such as medicine and law. While special libraries primarily serve clientele within their parent agencies, the resources of many are more widely available through various network and resource-sharing mechanisms. Given the success of special libraries' involvement so far, it is anticipated that the integration of Florida's special libraries into the broader community of Florida libraries will continue.

SECTION V

GOVERNMENTAL STRUCTURE AS IT RELATES TO LIBRARY PLANNING AND COORDINATION OF SERVICES

I. GOVERNMENTAL STRUCTURE OF FLORIDA

A. **Executive Branch**: Governor and Cabinet (all elected)

1. Includes those departments directly concerned with delivery of library services.

2. Develops state budget through Office of Planning and Budgeting, Executive Office of the Governor.

3. Authorizes state finances and agency functions through the Office of Planning and Budgeting, Executive Office of the Governor.

B. **Legislative Branch**: Legislature with two houses, Senate and House of Representatives, which meet annually.

1. Makes and amends state laws, including enabling legislation for establishment, operation and governance of libraries.

2. Approves and passes state budget including state agencies directly responsible for delivery of library services and state aid to libraries.

3. Appoints standing and select committees for special study and recommendation including those directly and indirectly focused on libraries and/or their special concerns.

C. **Judicial Branch**: All state courts

1. May decide legal questions relating to libraries.

2. May decide appeals (under specific circumstances) from decisions of other branches relating to library matters.

II. EXECUTIVE DEPARTMENTS DIRECTLY CONCERNED WITH DELIVERY OF LIBRARY SERVICES AT THE STATE LEVEL

Executive Departments headed by cabinet officers directly concerned with delivery of library services through designated divisions:

A. **Department of Education**: Commissioner of Education (Elected)

1. ***Higher Education Libraries*** - Division of Universities (State Board of Regents); Division of Community Colleges (State Board of Community Colleges)

2. ***Elementary and Secondary School Libraries or Media Centers*** - Division of Public Schools; Library Media Services

3. ***Vocational Education Libraries*** - Division of Vocational Adult and Community Education

4. ***Bureau of Library Services for People who are Blind and Physically Disabled*** - Division of Blind Services

5. ***Florida School for the Deaf and Blind***

B. **Department of State**: Secretary of State (Elected)

All types of Libraries - Division of Library and Information Services

C. **Department of Health and Rehabilitative Services**:
Secretary of HRS (Appointed by the Governor)

The Department of Health and Rehabilitative Services, headed by a Secretary who is appointed by the Governor, is directly responsible for library services to some institutionalized and/or handicapped citizens through the following designations:

1. ***Children, Youth and Families Program Office*** - Halfway Houses; Youth Service Centers; Training Schools

2. ***Alcohol, Drug Abuse, and Mental Health Programs Office*** - Mental Hospitals; Evaluation and Training Programs

3. ***Developmental Services Program Office*** - Sunland Training Centers

D. **Department of Corrections**: Secretary (Appointed by the Governor)

Youthful Offender Services Program Office

E. **Department of Labor and Employment Security:**
Secretary of DLES (Appointed by the Governor)

Division of Vocational Rehabilitation

F. **Advisory Boards and Councils**

The Advisory Council to the Division of Library and Information Services consists of eight members appointed by the Secretary of State. (Florida Statutes 257.01) This Council supersedes the Florida Library and Historical Commission and advises the Division and the Secretary on the overall programs and policies of the Division. In addition, there is an eleven member State Advisory Council on Libraries structured to meet the membership requirements and responsibilities required under the Library Services and Construction Act. It is also appointed by the Secretary of State.

III. COORDINATION AND PLANNING OF LIBRARY SERVICES AND PROGRAMS

The Division of Library and Information Services may, upon request, give aid (financial, advisory, or otherwise), to all school, state institutional, academic, free and public libraries, and to all communities in the state which may propose to establish libraries, as to the best means of establishing and administering libraries, selecting and cataloging books, and other facets of library management. (Florida Statutes, Chapter 257.04[2]). The Division also receives input and assistance from the varying library communities on library planning and development.

College and university libraries are administered through governmental divisions under the Department of Education, Commissioner of Education. As coequal administrative units of state government, the Division of Library and Information Services under the Department of State arranges for appropriate coordination between public and academic libraries.

Elementary and secondary school libraries or media centers are the responsibility of the county. Through the state supervisor, who is the Administrator of School Library Media Services, Division of Public Schools, Department of Education, the Division of Library and Information Services arranges for appropriate coordination between public and school libraries.

Public library service in state institutions is the responsibility of the previously mentioned executive departments of the state government, coordinated with the Department of State, Division of Library and Information Services, in arranging cooperative programs of library services.

IV. ORGANIZATIONS AFFECTING LIBRARY SERVICE IN THE STATE OF FLORIDA

A. Political and Governmental

1. State governmental agencies
2. Local governments, county school districts, college and university administrators
3. Library boards of trustees
4. City, county or district planning boards
5. County federal aid coordinators
6. Community action programs

B. Professional and Concerned Lay Groups

1. Florida Library Association, its caucuses and special committees, such as Legislative Committee and Florida Public Library Standards and Revisions Committee, etc.
2. Florida Association for Media In Education
3. Boards and staffs of libraries
4. Friends of the Library
5. Florida Association of Community Colleges
6. National service organizations with local and state chapters
7. Council for Florida Libraries
8. Special Libraries Association, Florida Chapter
9. Florida Health Sciences Library Association
10. The Council for Florida Libraries
11. The Florida Center for the Book

SECTION VI

EVALUATION OF THE EFFECTIVENESS OF PROGRAMS AND PROJECTS SUPPORTED UNDER THE ACT

The State of Florida has 330 public libraries which offer a wide array of resource information to the state's citizens. In addition to these libraries, the state has numerous academic and special libraries designed primarily to meet the needs of their specific clientele. Through the cooperation of several of the state agencies and their allied libraries, library users in any part of the state should be able to obtain the precise library material that they may desire.

The diversity of the library material in Florida ranges from highly technical to popular.

Florida also has a wide diversity in its patrons. In its totality, the population could be seen as representative of the citizenry of the United States. There are the young and the old, the well-educated and the illiterate, the wealthy and the poor, the urban and the rural, and special clientele characterized by special needs. In considering the nature of the population and its determinative effect upon planning library services, it is more important to consider concentrations of groups rather than sheer number. There are, for instance, communities with concentrations approaching 50% or more elderly, Hispanic, below poverty level, etc.

The Division of Library and Information Services has a history of cooperation with various libraries or library systems and with other divisions of the state. Since its inception, it has worked in close association with the judiciary of the state as well as with the legislative houses of the state. It has worked closely with the various agencies of the state which serve handicapped persons. Overall, the cooperation which has existed between the Division and other public or private organizations has been on a voluntary basis, and cooperative work was frequently informally performed.

It is the purpose here to delineate a plan for establishing an evaluation process that will monitor and evaluate programs and projects from the planning stage through the end of the activity.

INTERMEDIATE OBJECTIVE: ***To provide an evaluation process that will be an effective management information system for decision-making in the use of discretionary library development funds.***

Criteria

- The evaluation process should provide information adequate for decision-making at the following points:
  - ▸ Initiation of a project or program
  - ▸ Continuation of the activity
  - ▸ Decision to incorporate the activity into an ongoing program or to terminate

IMMEDIATE OBJECTIVE: ***To implement an annual evaluation process in such a manner that all efforts at library development will be subjected to evaluation from the initial proposal through the final follow-up of completed projects.***

TASKS: Subject project proposal to an evaluation process which allows for objective decision-making, relating the proposal to the various criteria which have been established for achievement of development goals.

Schedule and implement evaluation and monitoring processes appropriate to each project.

Maintain a reporting system which assures that monitoring and evaluation is continuous, systematic, and documented to such an extent that final assessments of achievement of goals and objectives is possible.

SECTION VII

PROSPECTUS

A. GOALS AND OBJECTIVES

GOAL

The statewide development and improvement of libraries and library systems that will meet the informational, educational, recreational, and rehabilitative needs of the residents of Florida.

1.0 SUBGOAL

The provision, by the state library agency, of library service directly; the promotion of service through other agencies; the coordination of various library resources; financial aid to libraries; and the requirement of service through standards and regulations.

Objectives

1.1 To provide leadership in the development and coordination of all library resources and services within the state, including those in public, school, state institution, academic, and special libraries and in the establishment of regional library networks which often will be part of existing and emerging national information systems.

1.2 To provide bibliographic and informational resources of statewide value, both for direct use by state government and as a backup for local libraries of all types.

1.3 To provide consultant services for state institution and public libraries to make their resources available to users.

1.4 To provide research and planning leadership to stimulate steady improvement of statewide library resources and their utilization.

1.5 To provide leadership in establishing a body of state law congenial to the development of total quality library services.

1.6 To provide leadership in the development of interlibrary cooperation, resource sharing, and library automation for libraries in the state.

2.0 SUBGOAL

The development of consolidated and cooperative libraries that will effectively and efficiently provide a full range of library services.

Objective

2.1 To provide quality library service to all residents of Florida through the development and improvement of public libraries with sufficient population bases to economically finance a full range of library services.

3.0 SUBGOAL

The provision of a network of resource centers throughout Florida which will establish and extend comprehensive resources for the residents of its service area.

Objective

3.1 To provide subject and reference resources at regional resource centers within Florida.

4.0 SUBGOAL

The development in public libraries of a variety of operational formats designed to increase library use by special identifiable groups.

Special identified clientele groups include persons who have a physical, mental and/or developmental disability, minority groups, migrant workers, illiterate persons, bilingual and bi-cultural communities, rurally isolated individuals, persons incarcerated in locally supported institutions, and persons who are economically disadvantaged. These people can be said to require additional support to make use of traditional library services.

Objective

4.1 To encourage non-users of library services to make use of traditional and innovative library programs and adequately support the service needs of persons who require non-traditional or adapted delivery systems.

5.0 SUBGOAL

The development within state institutions and public libraries of a variety of operational formats designed to increase library use by the public and special identifiable groups.

Objective

5.1 To establish, improve and maintain quality library service in Florida's state institutions that meets the broad range of needs of institution residents.

6.0 SUBGOAL

The development within state institutions and public libraries of a variety of operational formats designed to increase use by public and special identifiable groups.

Objective

6.1 To assist local libraries and the Division of Blind Services in establishing and maintaining quality public library service for Floridians who have a print related disability.

7.0 SUBGOAL

The development within state institutions and public libraries of a variety of operational formats designed to increase use by public and special identifiable groups.

Objectives

7.1 To provide a community-based program of library service for the elderly.

7.2 To provide community-based programs of library services for adults interested in beginning their education, in learning English as a second language or in continuing their post-secondary or avocational education.

7.3 To provide a community-based program of library service for those adults with developmental disabilities. Definition: "developmental disability" means a disability which: (1) is attributable to (a) mental retardation, cerebral palsy, or epilepsy; or (b) is attributable to other neurological conditions found to be closely related to mental retardation or to require treatment similar to that required for mentally retarded individuals; (2) originated before the individual attained age 18 or has continued or can be expected to continue indefinitely;

and (3) constitutes a substantial handicap to the individual. (Long-Range Plan, Division of Retardation, Department of Health and Rehabilitative Services, State of Florida).

8.0 SUBGOAL

The development within state institutions and public libraries of a variety of operational formats designed to increase library use by public and special identifiable groups.

Objective

8.1 To achieve quality level public library service for children and young adults of all backgrounds and abilities throughout the state in all outlets of every library.

9.0 SUBGOAL

The development within state institutions and public libraries of a variety of operational formats designed to increase library use by public and special identifiable groups.

Objectives

9.1 To establish libraries as a point of access for information about services available in their communities through the provision of a generic information and referral service staffed by public library personnel.

9.2 To establish public libraries as an access points for information on current and timely topics.

10.0 SUBGOAL

The development within state institutions and public libraries of a variety of operational formats designed to maximize achievement of public and institutional library goals and objectives.

Objective

10.1 To develop the most effective and efficient means of giving quality library service.

11.0 SUBGOAL

The provision of qualified personnel in all public and state institution libraries in Florida.

Objective

11.1 To provide the number of professional librarians and supportive staff that the Standards and Guidelines for Florida Public Library Services recommends to meet the needs of the general public and to provide the professional and supportive staff to meet the needs of the institutionalized residents of the state.

12.0 SUBGOAL

Provision of access to strong major urban resource libraries to individual users throughout their regions and the state.

Objective

12.1 To provide access to subject and reference resources at major urban resource libraries within Florida.

13.0 SUBGOAL

The provision of adequate public library facilities for all residents of Florida.

Objective

13.1 To eliminate all inadequacies in public library facilities within Florida.

14.0 SUBGOAL

The systematic and effective coordination of the total information, bibliographic and materials resources of all types of libraries within the state, in order to provide easy access to the full range of information, bibliographic and materials resources of libraries.

Objectives

14.1 To maintain the Florida Library Network within the Division of Library and Information Services of the Department of State for the facilitation of interlibrary cooperation, statewide resource sharing and development of shared automated systems.

14.2 To extend as far as practicable inclusion in the Florida Library Network by means of membership in national, multi-state regional databases (OCLC/SOLINET, etc) and in the developing consortia.

14.3 Various pilot projects will continue or be initiated at the state or consortium level to determine the suitability of expansion of these projects to include other libraries and to develop expertise which may be shared with other libraries.

14.4 To provide access to the materials and information available through the Florida Library Network.

14.5 The development of appropriate continuing education and training programs for all levels of library personnel, with some form of credentialing for participants, will be coordinated on a statewide basis.

14.6 Volume discounts for equipment, materials, online database services, document delivery services, etc. will be investigated and arranged as necessary.

14.7 An ongoing program for the evaluation of network effectiveness will be developed and coordinated.

15.0 SUBGOAL

The development within state institutions and public libraries of a variety of operational formats designed to increase library use by public and special identifiable groups.

Objective

15.1 To extend and improve library services through the use of available technology.

B. POLICIES

A comprehensive listing of state policies that guide Florida's Library Services and Construction Act grant program follow. They are additionally included in applicable sections of the plan.

Title I - Library Services - General Policies

A. Public libraries, state institutions, and nonprofit organizations primarily related to the provision of public library services are eligible to apply for grants under the Library Services and Construction Act, Title I, Library Services, as amended.

B. Library Services and Construction Act funds are and will continue to be used:

   1. to continue or establish basic services and/or establish countywide public and institutional libraries;

   2. to sustain countywide public and institutional libraries;

   3. as seed money for the establishment of special programs under the Library Services and Construction Act (LSCA); and

   4. as general support on an emergency basis.

C. Unless otherwise stated, local matching funds shall equal a minimum of one-third (1/3) of the amount of federal funds allocated for a given project.

D. The amount of grant awards will be determined each year based on the availability of funds and the evaluation of project applications according to the established priorities of the program and the criteria for approval of applications stated in this section.

E. No one type of project will be allowed to absorb all funding. An effort will be made to fund all projects addressed to stated priorities.

F. An evaluation of each project in terms of its stated objectives and the objectives of the Florida Long-Range Program for Library Service will be made during the course of the project and at the completion of each fiscal year it is funded.

G. LSCA Title I or state program grants will be awarded only to eligible applicants whose library programs are administered by a professional librarian who shall have completed a library school program accredited by the American Library Association. The Division of Library and Information Services reserves the right to waive this requirement.

H. Projects for development of services other than those related to statewide programs will be limited to a period of not more than the initial year and three years of funding thereafter.

I. Projects which will be entering the third or fourth year of funding will be reviewed for evidence of local financial support. There is no requirement that projects be picked up by subgrantees when LSCA funds end. However, it is encouraged and looked upon favorably.

J. New projects with personnel components will continue to be considered. It is the subgrantee's responsibility to determine whether personnel can be continued when grant funds are no longer available.

K. Preference will be given to projects of an ongoing nature with the locality assuming greater funding responsibility as the project progresses.

L. Preference will be given to projects which show cooperation with other public and private agencies serving the same clientele or needs.

M. Library systems or organizations are limited to submitting 4 proposals. Excluded from this limit are proposals for Major Urban Resource Library and Regional Resource Center projects.

Statewide Public Library Development - Policies

A. Public Library Development Grants are available to develop public library services on a countywide basis. No local match is required for these grants.

    1. A two year LSCA grant is awarded for basic development of new consolidated or cooperative public library service within their first three years of eligibility or renewed eligibility for State Aid to Libraries grants. Multicounty libraries are not eligible to receive this development grant.

    The maximum grant allowable is $55,000. The base grant is computed by applying the annual federal-state matching ratio to the local operating budget (federal share percentage divided by required state match x local operation budget). The maximum base grant is $50,000 and will be awarded for two years. An additional $.10 per capita is added for population above 50,000 and up to 100,000.

    A Development Grant for a consolidated or cooperative library joining a multi-county library must be administered by the governing body of the multi-county library.

2. LSCA-funded Development Grants are available to continue library services in small counties faced with possible library closings. These grants help to assure the continuation of multi-county libraries by providing administrative support; and assisting counties to qualify for State Aid.

   To qualify for a Public Library Development Grant, the library must agree to meet the terms of library service as specified in Chapter 257, Florida Statutes and Chapter 1B-3, Florida Code.

B. Public Library Planning Grants are awarded to libraries to support their planning and evaluation efforts. Planning grants are awarded to libraries based on library readiness and need and the amount of funding available. Thus, requests for funding may be submitted at any time during the year. No local match is required for these grants.

1. Planning grants of up to $10,000 are available to established and new consolidated and cooperative libraries to assist them in developing a long-range plan that meets the requirements of the State Aid to Libraries grant program. Grant funds are used to pay for consultant services to facilitate the development of plans.

2. Planning grants of up to $10,000 are available to support planning and evaluation of public library services and programs in Florida.

3. Grants of up to $25,000 are available to counties that do not have countywide service and are working to implement formal plans prior to beginning countywide library services. Eligible applicants must have:

   (a) the potential for funding library services and programs to meet the minimum requirements for receipt of State Aid to Libraries grants as specified in Chapter 257, Florida Statutes and Chapter 1B-2, Florida Administrative Code.

   (b) preliminary plans for funding, structure, governance, and service.

   (c) some agreement among local county officials, libraries and library supporters about steps needed to implement the plan.

   LSCA Funding is limited to a two-year period of time and is available to support efforts to establish a dedicated source of funding for the service and coordinate efforts of libraries and citizens groups to implement the plan for governance, structure, and service.

   Awards will be made to county government. Project activities can be implemented by the county or an eligible not-for-profit corporation working to establish countywide service. Allowable costs include publicity, travel, supplies and/or a coordinator for the effort.

The project administrator is not required to have an ALA Masters of Library Science Degree to implement this grant.

C. State Aid Establishment Grants (Chapter 257.19, Florida Statutes) are awarded for first year to any county, counties and municipalities entering into an interlocal agreement (Florida Statutes, Chapter 163), or a special district or tax district, any of which qualifies for a State Aid Operating Grant. The maximum grant allowable is $50,000. This establishment grant is derived from State General Revenue sources and is equal and in addition to the total State Aid Operating and Equalization Grants for which the county qualifies.

A single county that qualifies for a State Aid to Libraries Operating Grant for the first time is eligible to receive a State Aid Establishment Grant. According to Section 257.19, F.S., multicounty libraries are not eligible to receive State Aid Establishment Grants.

D. Collection Development Grants of up to $25,000 are available to public libraries to help improve material collections that are both inadequate in numbers of volumes and unable to meet local information needs. Proposals for these grants must:

- clearly identify the area(s) of the collection that will be improved;
- focus on specific areas of the collection to be improved;
- clearly establish the need and provide evidence of plans to promote the materials to a target clientele.

Only one proposal may be submitted by a public library. It will be counted as one of the maximum of 4 proposals that may be submitted during an application period. Libraries are not eligible to receive collection development grants in two consecutive grant years.

E. Consultant services of the Bureau of Library Development, Division of Library and Information Services, will be used to advise the library staff in the development of formal applications for grants and to assess and guide public library development and improvement.

Regional Resource Centers - Policies

A. Five public libraries in Dade, Broward, Orange, Hillsborough and Duval counties have been designated as regional resource centers in order that all Florida residents will have access to informational and recreational resources. These centers are intended to provide supplemental, research level services and materials, not to replace the need for local public library service.

B. The Department of State, Division of Library and Information Services, has designated public libraries, strategically located to serve the greatest number of people in an area, so that all residents will have access to a regional resource center.

C. A public library designated as a regional resource center should have a collection of no less than 750,000 volumes at the time of its designation.

D. Public libraries designated as regional resource centers will maintain central libraries of sufficient strength to support research and reference needs of the public. A public library system of regional branches, for instance, does not fall within the definition. If the central library does not hold copies of all titles within the system, then provision must be made for intrasystem delivery to the central library for patron use.

E. The staffing of a public library designated as a regional resource center should meet standards as expressed in Standards and Guidelines for Florida Public Library Services (1985 revision).

F. The administration and government of a public library designated as a regional resource center must be compatible with the goals and objectives of regional resource center development within Florida.

G. Total local budget may be used for matching requirements set by the state library agency.

H. As a minimum, a regional resource center will provide the following:

    1. Interlibrary loan and information service free of charge to all libraries which are members of the Florida Library Information Network (FLIN). Such interlibrary loans will be handled in accordance with protocols, procedures, and standards established by the Florida Library Network.

    2. Open access for non-residents of the taxing jurisdiction to collections of all library materials available to residents of the jurisdiction. Such access may be limited to in-library use; it is not required that materials be loaned to non-residents for home use.

    3. Reference and information service to non-residents on the same basis as residents.

Library Service to State Institutions - Policies

A. The Department of State, Division of Library and Information Services, through the consultant responsible for library service to institutions, will work cooperatively with the departments and divisions responsible for institutions, and directly with the institutions in developing and improving the library program.

B. To receive LSCA Title I and state program grant fund, a state institution must meet the following requirements:

1. Receive at least 50% of its support from state General Revenue Funds; or be under state administrative control or jurisdiction and receive state General Revenue Funds; or be operated by a department of the state government.

   Institution library programs are established to serve the communities of people associated with state supported institutions. Institutional communities include the individuals who reside in the institution and the personnel who work at the institution. State institutions in Florida that currently have libraries include facilities operated by the Department of Corrections, the Department of Health and Rehabilitative Services, the Department of Education, and the State University System.

2. Have its library programs administered by a librarian who has completed a library school program accredited by the American Library Association;

3. Have a current 3-year long-range plan on file with the Division of Library and Information Services.

C. The minimum amount of LSCA (Title I) or state program grant for which an institution library can apply is $7,500.

D. LSCA (Title I) and state program grants are intended to be used to support an institution library's public library function. Such funds can be expended at institutions for:

1. Library Materials
2. Supplies to support the processing, use, and maintenance of library materials
3. Office supplies
4. Equipment required for the use of library materials and small office equipment
5. Free standing furnishings except office furniture
6. manufactured shelving
7. Contractual agreements for library services
8. Adult literacy education

LSCA (Title I) and state program grant funds cannot be expended at institutions for:

1. Replacement of existing furnishings
2. Modifications to the physical plant
3. Office furniture
4. Legal materials
5. Education curriculum support materials such as tests and textbooks
6. Educational services except adult literacy training

E. Recorded video tapes purchased with LSCA (Title I) or state program grant funds must be used in accordance with copyright laws. Public performance of these videos can only be presented when this right is allowed under the law, or by the owner of the video copyright, or under a purchased license to perform the video title.

LSCA (Title I) and state program grant funds can be used to purchase video performance licenses only when the license provides access to public performance for all the institutional libraries of the concerned agency.

F. Proposals for grant funding are accepted from:

1. All institutions not operated by the Department of Corrections for:

    * New institution libraries and new libraries in existing institutions (for collection development). New libraries are eligible for these start-up funds when a library facility is available.

    * New services in existing libraries.

    * Pilot programs.

    * Projects with a programmatic emphasis, with or without a collection development component.

    * Collection development projects with defined areas of materials collection, such as reference, popular fiction, foreign language, etc., that follow the guidelines for collection development grants for public libraries.

2. The Department of Corrections. One centrally administered project is awarded each year to the Department of Corrections. The project proposal must include:

    * All the informational, budgetary and narrative sections required by the State and Federal Grants Office of the Division of Library and Information Services; and,

    * A list of the eligible institutions that will participate in the project and the proposed percentage of the total grant award that will be allocated to each

participating institution. Individual institutions must meet eligibility requirements for receipt of LSCA (Title I) or state program grants outlined above in policy B.

Library Service to the Physically Handicapped - Policies

A. LSCA funds will be used for establishing new subregional libraries; extending the service area of existing subregional libraries; and for developing new programs and services in network libraries. Projects designed to enhance existing subregional programs will receive a lower priority.

B. The Division of Library and Information Services will give priority for LSCA and state program grants to those network libraries with professional librarians assigned full-time to the program.

C. All new subregional libraries will be established with automated systems.

D. Expansion of subregional libraries will be coordinated with the Regional Library. Considerations will include strong interest of subregional library, telephone access to other counties, support from county library in expanded area, and a clear indication that subregional library can provide effective outreach to all counties in the service area.

E. The Division of Library and Information Services will use--as guidelines for developing, improving and expanding library services to blind and physically handicapped persons--the Revised Standards and Guidelines of Service for the Library of Congress Network of Libraries for the Blind and Physically Handicapped (1984); A Study of Florida's Network of Libraries for the Print Handicapped (1984); and Florida Guidelines for Subregional Libraries (1988).

Library Service to Adults - Policies

A. Preference for projects serving the elderly will be given to eligible applicants having an elderly population (aged 65 and older) which is equal to or greater than 20% of their total population.

B. Library service to the adult new reader - Priority will be given to library administrative units with the highest percentage of adult functional illiteracy (20% and over).

Library Demonstration Projects - Policies

A. Demonstration projects will be funded for no more than two (2) years.

B. A detailed report of the results, methods, and techniques used in a demonstration will be submitted to the Division of Library and Information Services at the completion of a demonstration.

C. Priority will be given to libraries with resource capabilities adequate to sustain or absorb successful demonstrations after implementation or to those which have potential for application statewide or would develop new and innovative techniques.

Continuing Education - Policies

Professional Training Grant

A. Candidates for Professional Training grants must be employed and sponsored by public and institution libraries must eligible to participate in another state or federal grant program administered by the Division of Library and Information Services.

B. Sponsoring libraries must provide reasonable or good faith assurance that they will provide a professional employment to candidates upon completion of the degree.

C. The candidate for a Professional Training Grant must hold the Bachelor's Degree from an accredited college or university. The candidate must also be accepted into and attend a program in Florida that is accredited by the American Library Association.

D. Amount of Grant: A Professional Training Grant will be given in the amount of $7,500 for one year. The $7,500 grant may be divided into a three-year period when the applicant is in school and/or at work for the sponsoring library. Partial grants will be prorated on a hourly basis for those candidates who have already completed course work toward their degree. The proration will be based on the number of hours completed prior to the fall term following submission of the grant application. The basic $7,500 grant award is divided by the total number of hours in the particular institution's degree program. This amount is multiplied times the number of hours projected remaining to be begun by the applicant as of the fall term following their application.

E. The recipient of a Professional Training Grant will be obligated to the program for a minimum of three years. This includes the time period spent in school plus two years working in the library which sponsored the candidate.

If the library is not able to continue to employ the candidate, then the candidate, with the aid of the Division, must seek employment in another Florida public or state institution library. The sponsoring library must then negotiate a satisfactory conclusion to its agreement with the Division of Library and Information Services.

F. There is a three-year limitation on obtaining the degree and on funding.

Continuing Education

A. The Division of Library and Information Services will provide information concerning institutes, workshops, and formal courses available for staff improvement in Florida public, state institution, and other types of libraries.

B. Public libraries and state institutions may request continuing library education training programs and/or materials of the Division of Library and Information Services. The Division will devise and administer in-service training on new and innovative methods of operation, programming training may be performed by the Bureau of Library Development or its designated person or group.

C. The Division of Library and Information Services will make available Continuing Education Grants for librarians in state institutions, public libraries, and in the Division to attend workshops, conferences, and institutes that provide continuing education in librarianship.

Teams of two professional librarians may participate in continuing education events, workshops, or institutes. Upon their return, participants will conduct follow-up continuing education activities to replicate or otherwise transfer the training received to their colleagues, thus multiplying the benefit received by the citizens of Florida.

Professional librarians of the Florida Departments of Education and Health and Rehabilitative Services institutions may participate in continuing education events, workshops, or institutes to improve their capacity to provide better services to their clientele.

Major Urban Resource Libraries - Policies

A. Five major urban resource libraries are identified throughout the state and are designated as such to facilitate the use of their resources on a regional and statewide basis in addition to their use as local resources.

B. The Department of State, Division of Library and Information Services has designated Broward County Division of Libraries, Jacksonville Public Libraries, Miami-Dade Public Library System, Orange County Library District, and Tampa-

Hillsborough County Public Library System as major urban resource libraries in cities of 100,000 population or more. Libraries are strategically located to serve the greatest number of people in an area, so that all residents will have access to a major urban resource library.

C. The designation of major urban resource libraries is done in such a manner as to enhance the regional resource center program. Only the five regional resource center libraries which also meet the requirement of being public libraries in cities of 100,000 or more in population qualify to be major urban resource libraries.

D. Major urban resource libraries will participate in the interlibrary loan network administered by the Division of Library and Information Services.

Title II - Public Library Construction - Policies

A. Grants will be made to eligible governmental agencies for the construction of new buildings, site acquisition and the acquisition, expansion or remodeling of existing buildings to be used for public library service. Funds are awarded on a matching basis to selected eligible governmental agencies after competitive evaluation of applications submitted within the prescribed time frames.

B. Construction projects are designed to serve areas which are without the library facilities necessary to provide adequate library services as determined by the Department of State, Division of Library and Information Services.

Title III- Interlibrary Cooperation and Resource Sharing - Policies

A. LSCA Title III or state program grants will be awarded only to eligible applicants whose library programs are administered by a professional librarian who shall have completed a library education program accredited by the American Library Association. The Division of Library and Information Services, however, reserves the right to waive this requirement.

B. Development of new consortia or networks will in general follow a pattern which involves a year of planning which results in a document clearly stating goals and objectives in a specific time frame. If approved by the Division of Library and Information Services, the consortium or network may receive implementation grants based upon the approved plans.

C. Applications will be evaluated for funds in accordance with the following criteria:

   1. Projects for information, bibliographic and materials resource sharing with statewide interlibrary cooperation applications involving more than one type of library.

2. Projects for information, bibliographic and materials resource sharing with less than statewide interlibrary cooperation applications involving at least two countywide public library systems and more than one type of library.

3. Projects for information, bibliographic and materials resource sharing applications limited to a single political jurisdiction including more than one type of library.

D. All types of libraries, state institutions, and non-profit organizations primarily related to the provision of library services are eligible to apply for grants under the Library Services and Construction Act, Title III.

E. Criteria to be used in determining the membership of libraries in statewide or intrastate regional networks are as follows:

1. Assurance by the library administration of cooperation with the lending procedures of the network in question.

2. The effectiveness of inclusion of libraries in the state's networks may be determined by based on such factors as: (1) a wide population base; (2) size and depth of collection; (3) geographic location relative to predictable user populations; and (4) probable overlapping of holdings with libraries of other types within the same region.

3. Need within a specific library's population for access to the network in order to meet its demands for library service that cannot be met internally.

4. Evidence of development of local funding support which will enable the network to survive without continuing grant funding.

F. Flexibility. The networking plan adopted for the statewide Florida Library Network is flexible, so that:
1. Libraries may retain their local autonomy.
2. Libraries select the extent of their participation in networking activities.
3. Libraries may move from one level of participation to another.
4. Libraries may participate in networking activities regardless of their type, size, geographic location, or automation status.
5. Libraries may continue to begin to participate in other cooperative or networking activities both in and outside of Florida.
6. Consortia may be integrated into the plan for statewide networking, as appropriate.

    a. The development of consortia which will serve as nodes in the Florida Library Network and linkages between those consortia should be encouraged so as to provide greater opportunity for resource sharing.

b. Consortia funded through the Division of Library and Information Services and recognized as nodes within the Florida Library Network will formulate plans which are consistent with, and will be merged into, the network's statewide plan.

c. Within a consortium which is recognized as a network node, requests for LSCA Title III funding for interlibrary cooperation activities are submitted to the Division of Library and Information Services through the consortium's administrative unit.

7. Affiliation with a national network will be the preferred method of maintaining a complete statewide database.

a. OCLC will be the overarching device for in-state coordination of resource sharing, providing a link among such databases as FCLA, TBLC, and any other consortium-based databases.

b. Consortia will select appropriate devices for intra-consortium resource sharing, but OCLC's Group Access program is the preferred method of sharing bibliographic records.

Participation. All types of libraries in the state (public, academic, institutional, school, and special) are eligible for participation in statewide networking activities. Incremental Development. The Florida Library Network is developing incrementally over time, as more libraries in the state progress to full participation, and as it offers expanded services to its participating libraries.

Configuration - Basic Configuration. The basic configuration of the Florida Library Network is a series of interconnected components, including, but not limited to:

- The Division of Library and Information Services
- Statewide consortia (e.g., Florida Library Information Network)
- A database maintained in OCLC for coordination of resource sharing throughout the state
- Consortia of multiple types of libraries (e.g., SEFLIN, TBLC)
- Consortia of libraries of a single type (e.g., health sciences libraries)
- Consortia of libraries established for a single purpose (e.g., the automation centers serving the state universities and the community colleges)
- OCLC Group Access structures for consortia
- Library systems
- Multi-library institutions
- Individual libraries which are not part of other groups.

The configuration of the network allows for a wide variety of overlapping or separate organizational relationships.

Configuration - Multiple Linkages. Network participants may belong to more than one of the components of the network. The network is flexible enough to incorporate this variety of different sub-network configurations so that existing systems and networks cam be incorporated into the structure and new configurations can evolve as appropriate. (e.g., A library may belong to FLIN, FCLA, TBLC, OCLC/SOLINET, and possibly other consortia simultaneously in order to obtain the benefits of membership in each.)

Configuration - Interstate Linkages. Contact with national and multistate utilities (OCLC/SOLINET, RLG, etc.) will be continues by libraries where appropriate to insure Florida's access to nationwide information systems.

Configuration - Concentric Resource Sharing Protocols. Consortia or groups of libraries will be encouraged to share resources within their most immediate spheres of interest. Methods of resource sharing such as Group Access arrangements will be coordinated to allow for a library to move outward from its own holdings to its most immediate sphere and then into concentric spheres such as statewide resource sharing networks, all of OCLC, etc.

Administrative Host. The Division of Library and Information Services of the Florida Department of State is the administrative host for the Florida Library Network; it has the primary responsibility in the state for the facilitation and coordination of library networking activities, provision of advice and consulting to support such activities, the coordination of needed education and training programs for all levels of library personnel, and support and encouragement of other programs as appropriate.

Network Council and Policy Board. The Florida Library Network Council has been established by the Department of State to provide advice on issues related to statewide networking. This council includes representatives from all types and sizes of libraries throughout the state, library cooperatives and consortia in the state that are components of the network, library graduate educational agencies, state government agencies which fund library programs, and representatives of library professional organizations in the state.

The eleven-member Florida Library Network Policy Board is elected from the membership of the Florida Library Network Council; the four state government agencies which fund library programs retain permanent representatives on the policy board.

Improving Library Services Through Technology - Policies

A. Statewide factors in development of library automation have been outlined in A Statewide Plan for Library Networking and Automated Library Systems Development in Florida and in the Florida Long-Range Plan for Interlibrary Cooperation, incorporated herein as the Title III section of this Program. Systems in local libraries and groups of libraries will be encouraged to develop congruently with the Statewide Plan.

B. Technology projects developed under Title I of the Library Services and Construction Act will be considered for funding in the following priority order:

First Priority:

Projects which will improve or extend library services through the use of technology directly to the public or special identifiable groups.

Second Priority:

Projects which will provide improved library services indirectly through the use of technology for administrative or management functions, including library support systems. Projects should be well documented; should have completed planning and system selection activities; demonstrate need; and provide evidence of local matching commitment to selected system(s): purchase, installation, database creation, training, site preparation, and maintenance.

C. The Division of Library and Information Services will provide guidelines for planning automation projects. These guidelines should be used by libraries applying for Title I or state program grants under this section.

D. The data base supporting the interlibrary cooperation, resource sharing activities of the Florida Library Network currently resides in and is hosted by the Online Computer Library Center (OCLC) system. Library support systems will be given priority which provide for inclusion of records in OCLC.

E. Bibliographic records will be created and maintained in standard USMARC format. If systems must be developed which do not accommodate full MARC records, they will be structured so as to make possible an efficient upgrading of the record during migration to new systems.

SECTION VIII

TITLE I - LIBRARY SERVICES

GENERAL POLICIES

A. *Public libraries, state institutions, and nonprofit organizations primarily related to the provision of public library services are eligible to apply for grants under the Library Services and Construction Act, Title I, Library Services, as amended.*

B. *Library Services and Construction Act funds are and will continue to be used:*

   1. *to continue or establish basic services and/or establish countywide public and institutional libraries;*

   2. *to sustain countywide public and institutional libraries;*

   3. *as seed money for the establishment of special programs under the Library Services and Construction Act (LSCA); and*

   4. *as general support on an emergency basis.*

C. *Unless otherwise stated, local matching funds shall equal a minimum of one-third (1/3) of the amount of federal funds allocated for a given project.*

D. *The amount of grant awards will be determined each year based on the availability of funds and the evaluation of project applications according to the established priorities of the program and the criteria for approval of applications stated in this section.*

E. *No one type of project will be allowed to absorb all funding. An effort will be made to fund all projects addressed to stated priorities.*

F. *An evaluation of each project in terms of its stated objectives and the objectives of the Florida Long-Range Program for Library Service will be made during the course of the project and at the completion of each fiscal year it is funded.*

G. *LSCA Title I or state program grants will be awarded only to eligible applicants whose library programs are administered by a professional librarian who shall have completed a library school program accredited by the American Library Association. The Division of Library and Information Services reserves the right to waive this requirement.*

POLICY (continued)

H. *Projects for development of services other than those related to statewide programs will be limited to a period of not more than the initial year and three years of funding thereafter.*

I. *Projects which will be entering the third or fourth year of funding will be reviewed for evidence of local financial support. There is no requirement that projects be picked up by subgrantees when LSCA funds end. However, it is encouraged and looked upon favorably.*

J. *New projects with personnel components will continue to be considered. It is the subgrantee's responsibility to determine whether personnel can be continued when grant funds are no longer available.*

K. *Preference will be given to projects of an ongoing nature with the locality assuming greater funding responsibility as the project progresses.*

L. *Preference will be given to projects which show cooperation with other public and private agencies serving the same clientele or needs.*

M. *Libraries or organizations are limited to submitting 4 proposals. Excluded from this limit are proposals for Major Urban Resource Library and Regional Resource Center projects.*

PROCEDURES

A. Upon notice from the Division of Library and Information Services, applicants shall develop and submit a project proposal containing a detailed description of the proposed project. Project proposal forms will be provided by the Division. Dates for receipt of project proposals shall be published in the Florida Administrative Weekly.

B. The Division may switch project proposals submitted under one category to another one that is more applicable.

C. Proposed projects will be reviewed by the State Advisory Council on Libraries and the Division of Library and Information Services.

D. The Division of Library and Information Services will notify applicants of grant awards.

E. A grant agreement will be made between the Department of State, Division of Library and Information Services, and the applicant or its administrative authority.

F. A report of project expenditures and activities will be required for each approved project at the end of the grant period. Report forms will be supplied by the Division.

TITLE I CATEGORIES OF SERVICES

A. Public Library Services to Areas Without Services
  - Public Library Development
  - Public Library Planning

B. Public Library Services to Areas with Inadequate Services
  - Statewide Public Library Programs
  - Continuing Education
  - Local Jails and Detention Centers
  - Demonstration Projects
  - Youth Services
  - Technology
  - Collection Development

C. Disadvantaged

D. Physically Handicapped

E. State Institutional Library Services

F. Strengthening State Library Administrative Agency

G. Major Urban Resource Libraries

H. Strengthening Metropolitan Public Libraries Which Serve as Regional Resource Centers

I. Limited English-Speaking Proficiency

J. Services to the Elderly

K. Community Information and Referral Centers

M. Literacy Programs

N. Handicapped

O. Intergenerational Library Programs

P. Child Care Center Library Programs

Q. Drug Abuse Prevention Library Programs

R. Administration

CRITERIA FOR APPROVAL OF APPLICATIONS

Project applications shall, at a minimum, provide a detailed description of the proposed project, including:

1. A needs statement establishing reasons why the project is needed.
2. A goal describing the ends toward which the agency is trying to achieve in response to the need or problem.
3. Objectives establishing the specific product or result which, if accomplished, will move the agency closer to the goal.
4. Project action plan describing detailed activities that will be used to accomplish project objectives.
5. A plan for evaluation of the outcome of the project.
6. Budget and local support.

SECTION IX

STATE LIBRARY AGENCY SERVICES

1.0 SUBGOAL

The provision, by the state library agency, of library service directly; the promotion of service through other agencies; the coordination of various library resources; financial aid to libraries; and the requirement of service through standards and regulations.

1.1 LONG RANGE OBJECTIVE

To provide leadership in the development and coordination of all library resources and services within the state, including those in public, school, state institution, academic and special libraries and in the establishment of regional library networks which often will be part of existing and emerging national information systems.

Assumption

- There are certain roles and responsibilities that the state library agency must assume if informational, educational and recreational services are to be provided for the residents and government of Florida. This long range objective and those which follow represent the roles and responsibilities the state library must assume if these services are to be developed and implemented.

1.11 **INTERMEDIATE OBJECTIVE**: ***To provide a statewide network which will facilitate mutual sharing and reinforcement of the bibliographic and information resources of all the state's libraries and to provide reference, bibliographic, and interlibrary loan service as a part of the statewide network.***

Assumption

- Strategies can be developed to allow each library in the state to rely upon reinforcement of its services by all other library resources in the state. A general plan for this has been given in A Statewide Plan for Library Networking and Automated Library Systems Development in Florida and the Long-Range Plan for Interlibrary Cooperation, incorporated herein as the Title III section of this program. The strategies can involve both hierarchical and decentralized relationships among libraries, using political and administrative agreements which may be supported through technological means.

1.111 **IMMEDIATE OBJECTIVE:** ***To share bibliographic and information resources among libraries of all types through a statewide interlibrary cooperative network.***

TASKS: Maintain within the Division of Library and Information Services a Florida Library Network.

Coordinate the activities of the Florida Library Network Council to provide a forum for discussion of networking plans and problems.

Coordinate the activities of the Florida Library Network Policy Board to provide policy input for the Division of Library and Information Services based on the deliberations of the Florida Library Network Council.

Integrate existing components for interlibrary cooperation including Florida Library Information Network (FLIN), Florida Computer Microform Catalog (COMCAT), Central Florida Library Consortium (CFLC), Panhandle Library Access Network (PLAN), Tampa Bay Library Consortium (TBLC), Southeast Florida Library Information Network (SEFLIN), Florida Center for Library Automation (FCLA), etc. into a coherent pattern for the implementation of Florida library networking.

TIME - continuous

1.112 **IMMEDIATE OBJECTIVE:** ***To provide via the Southeastern Library Network (SOLINET) a computerized system for library materials control, acquisition, and access to the Division's collections.***

Assumption

- A commercially produced system of materials control will enable the State Library to improve circulation services to the public and to other libraries, and will provide a more complete acquisitions program and better utilization of limited financial resources.

Criteria

- State Library will be able to save 80% of the time normally spent on cataloging functions than if a manual system were used.

TASK: Operation and enhancement of the computerized system via the Southeastern Library Network.

TIME - continuous.

1.2 LONG RANGE OBJECTIVE

To provide bibliographic and informational resources of statewide value, both for direct use by state government and as a backup for local libraries of all types.

1.21 INTERMEDIATE OBJECTIVE: *To expand the depth and range of Division of Library and Information Services collections to facilitate reinforcement of local library service.*

Assumption

- A collection of print and nonprint materials should be developed by the Division of Library and Information Services to be used to supplement the collections of local libraries.

1.211 IMMEDIATE OBJECTIVE: *To reduce by 5% the number of requests made to the state library agency that cannot presently be met.*

Assumption

- Constant improvement in effectiveness of library services is needed to maintain user satisfaction.

Criteria

- Percentage of increase on fulfillment of requests (Ideal = 5%).
- User satisfaction with library materials supplied by state library agency (Ideal = 75%).

TASKS: Purchase materials requested by users when not available elsewhere.

Secure bibliographic tools which will enable the information network to locate materials.

TIME - continuous.

1.212 **IMMEDIATE OBJECTIVE:** ***To provide a reference and research service to meet the information needs of local libraries and residents of state institutions.***

Assumption

- Reference and research service based on the comprehensive collections of the State Library should be available to supplement local and state institution services to residents.

1.213 **IMMEDIATE OBJECTIVE:** ***To provide bibliographic databases and/or guides for public access to and use of collections and services of the Division of Library and Information Services.***

Assumption

- Services and material collections are made more valuable and useful when the public is aware of their existence. Manual and electronic guides and lists are effective means of providing for public access.

1.214 **IMMEDIATE OBJECTIVE:** ***To provide audio-visual materials to public and state institution libraries in Florida.***

Assumption

- It is reasonable to assume that the cost of acquiring and maintaining an audio-visual collection in each public and state institution library is quite high. It is more efficient to maintain a centralized statewide audio-visual collection of films and videos which could be made available to local libraries.

Criteria

Efficiency and effectiveness of an audio-visual service as determined by the following:

- The number of local libraries presently using and making available to their patrons audio-visual material that previously did not utilize this material.
- The number of local libraries whose audio-visual service has been expanded due to the availability of materials from the State Library.
- Number of uses of audio-visual material through public libraries beyond that level achieved prior to the AV center's operation.
- Percentage of requests for audio-visual material filled.
- Cost saved to local libraries in having access to audio-visual materials from the State Library instead of local acquisitions.

TASKS: To provide periodic workshops on audio-visual programming and for previewing.

To operate an audio-visual library providing primarily films and videos for Florida's public and state institution libraries.

1.22 **INTERMEDIATE OBJECTIVE:** ***To assess and identify informational needs in order to provide reference and research services to meet the identified information needs of state government, its agencies and institutions.***

Assumption

- Reference and research service, based on the comprehensive collections of the state library agency, should be available to all government employees, either in person or by telephone. Collections and services should recognize government agency and institution needs.

1.221 **IMMEDIATE OBJECTIVE:** ***To increase by 5% the rate of fulfillment on reference and research requests made by state government annually.***

Note: This objective is not a part of the state plan for the use of Library Services and Construction Act funds.

Assumption

- In order for state government to effectively carry out its duties, certain reference and research needs must be fulfilled. Government is only as good as its information. Therefore, the State Library has the responsibility to constantly improve its rate of fulfillment on requests made by state government, its agencies and institutions.

Criteria

- Percentage of increase on questions answered for inquiries originating from state government (Ideal = 5%).

TASKS: Maintain an information center adequately staffed to meet reference and research demands of state government.

Develop and maintain a research collection and special materials to adequately support the research activities of state government through the information center.

Establish and maintain computer connections to major national data bases in the fields of statistics, public affairs and science and technology.

TIME - continuous.

1.23 **INTERMEDIATE OBJECTIVE:** ***To develop state agency and/or division libraries in close coordination with the State Library and provide for cross-agency organization in which the State Library supplies materials to the various agencies and divisions of government.***

Assumption

- The State Library, in its role to provide reference and research information to state government, also has an auxiliary role in helping to coordinate libraries organized by the various state agencies and divisions. These libraries are most often designated to provide for the frequent information needs and professional and resource reading of the staff.

1.231 **IMMEDIATE OBJECTIVE:** ***To promote areas of cooperation and coordination among state agency libraries.***

Assumption

- Libraries in state agencies are in various stages of comprehensiveness. Some agencies have no collections, while others have very comprehensive collections. Cooperation and coordination of agency libraries may result in more effective and efficient service.

Criteria

- Designation of all agencies in need of or already providing library services (Ideal = 100%).
- Effectiveness as determined by user satisfaction through cooperative services (Ideal = 75%).
- Types of service offered cooperatively as a measure of quality.

TASKS: Consult annually with state agency staff on the development and organization and coordination of agency libraries.

Continually survey state agency libraries to determine the extent of development of each.

Publish annual directory of state agency libraries.

1.3 LONG RANGE OBJECTIVE

To provide consultant and support services for state institution and public libraries to make their resources available to users.

1.31 **INTERMEDIATE OBJECTIVE:** ***To maintain a sufficient number of consultants to provide guidance on problems of concern to library personnel, assistance in identifying problems not clearly recognized locally, and identification of opportunities for increased or improved service.***

Assumption

- ▸ The consultant from the state library agency can provide guidance on problems of concern to personnel, assistance in identifying problems not clearly recognized locally, and identification of opportunities for increased or improved service.

1.311 **IMMEDIATE OBJECTIVE**: ***To provide guidance in special aspects of library service.***

Assumption

- ▸ The State Library consultant should guide the service programs of libraries to meet standards of service. Meeting standards should assure that libraries have the ability to meet the needs and demands of users.
- ▸ Library consultants are especially needed to provide guidance in serving special clientele groups. Programs and services for such groups must be developed and planned to insure their effectiveness.
- ▸ Work for coordination between the state library and other state level public and private literacy-related agencies to establish and support model library literacy centers.

Criteria

- Number of general consultant visits made annually per library (Ideal = minimum of one visit).
- Number of consultant visits made annually to libraries having projects for special clientele groups (Ideal = number of projects).
- Special areas about which consulting is done, by type, as a measure of quality.

TASK: Field visits by consultants to state institutions and public libraries.

TIME - continuous.

1.312 **IMMEDIATE OBJECTIVE:** ***To strengthen the capacity of the state library agency to support the development and improvement of services and programs in Florida libraries through the provision of personnel and other resources.***

Assumption

- The state library agency is more able to assist libraries improve their programs if it has sufficient personnel and other resources to accomplish necessary agency functions and programs.

1.4 LONG RANGE OBJECTIVE

To provide research and planning leadership to stimulate steady improvement of statewide library resources and their utilization.

1.41 **INTERMEDIATE OBJECTIVE:** ***To coordinate the development and support the implementation of standards for libraries.***

1.411 **IMMEDIATE OBJECTIVE:** ***To assure the availability of current, up-to-date standards for public libraries.***

Assumption

- Public library standards for Florida can help provide information to local libraries and governing officials that assist in planning and evaluating local services.

1.412 **IMMEDIATE OBJECTIVE:** ***To develop measures of public library service based on the public library standards that provide assistance to Florida public libraries in measuring their services.***

Assumption

- The availability of a data base of information that compares actual library performance to standards for library service assists individual public libraries in evaluating their services.

Criteria

- Satisfaction with output measures by the profession (Ideal = 75%).

- Adequacy of output measures when applies to evaluation of service.

TASK: Use of library output measures or indicators.

TIME - continuous.

1.42 **INTERMEDIATE OBJECTIVE:** ***To administer and regulate state and/or federal aid to public and state institution libraries, as well as aid for cooperative projects among libraries.***

Assumption

▸ The state library agency is designated by federal and state law to act as administrator of funds coming to state, public and state institution libraries from federal and state sources. The state library agency also has authority to regulate their use within the intent of the law.

1.43 **INTERMEDIATE OBJECTIVE:** ***To collect, process, record, analyze, interpret, and report state and local library data.***

Assumption

▸ The state library agency should determine whether or not standards are adequate for meeting the needs of users and to what extent libraries are meeting standards.

1.431 **IMMEDIATE OBJECTIVE:** ***To disseminate information on conditions, needs and the current status of libraries.***

Assumption

▸ Unless information gathered in surveys, studies, etc., is distributed for use by libraries in the state and across the nation, the work of planning and decision-making will be made more difficult. Information is the means administration has of making wise decisions. Unless the current status, needs and conditions of libraries are known, there will be no mechanism for changing or meeting existing conditions.

Criteria

- Number of libraries receiving data, in some form, containing information on library services (Ideal = 100%).

TASK: Dissemination of statistics on Florida libraries by means of the Florida Library Directory with Statistics.

TIME - continuous.

1.44 **INTERMEDIATE OBJECTIVE:** ***To conduct periodic and continuing evaluation of state and local library programs and problems.***

Assumption

- ▸ One of the duties of the state library agency is to evaluate existing library services and programs, in order to improve such services over time. Such activity also provides information for comparisons of types of services between libraries.

1.441 **IMMEDIATE OBJECTIVE:** ***To provide continuous assistance and in-service training to local public libraries in the area of planning and evaluation.***

Assumption

- ▸ Conferences have been presented to local public library administrators on formal planning and evaluation. As new personnel become involved in this process and as libraries wish to improve planning and evaluation efforts, the State library agency can offer technical assistance, in-service training and review of planning and evaluation activities.

Criteria

- Number of evaluations made annually of some aspect of any given library's service program (Ideal = 1).
- Percentage of times a given library receives results of an evaluation of its services (Ideal = 1).
- Number of in-service training sessions or workshops held on planning and evaluation annually (Ideal = total of all requests for such service).

TASKS: Hold planning and evaluation workshops for staff of local public libraries as requested.

Provide new library administrators with in-service training on planning and evaluation.

Assist public and state institution libraries in planning and evaluation library services.

TIME - continuous.

1.442 **IMMEDIATE OBJECTIVE:** ***To provide for continuous planning for the improvement of the Florida Long-Range Program for Library Service.***

Assumption

- Continuous reevaluation of the Florida Long-Range Program for Library Service is needed to insure its relevance and accuracy.

1.443 **IMMEDIATE OBJECTIVE:** ***To conduct studies and surveys of public libraries throughout Florida to reassess and clarify their role in the educational process.***

Assumption

- Libraries have historically been considered as educational institutions as well as providers of informational and recreational resources. An actual assessment of the role that public libraries play in the educational process is important. The Division of Library and Information Services should take the lead responsibility in assisting libraries to reassess and publicize their varied educational functions and activities.

1.5 LONG RANGE OBJECTIVE

To provide leadership in establishing a body of state law congenial to the development of total quality library services.

1.51 **INTERMEDIATE OBJECTIVE:** ***To provide leadership in interpreting library service to government and the public and in promoting a climate of public involvement.***

Assumption

- ▸ The state library agency may be more effective than individual libraries in providing leadership in public relations to inform libraries and the public of the services and needs of the total library community.

1.511 **IMMEDIATE OBJECTIVE:** ***To administer programs for library trustees aimed at advancing the recognition and understanding of trustee responsibilities.***

Assumption

- ▸ The efforts of library trustees and friends may be most beneficial in promoting the development and extension of quality library services. It is necessary that they fully understand areas in which they may become involved for promotion of library service.

Criteria

- Number of publications to especially inform trustees and friends (Ideal = 1).
- Number of workshops, institutes, etc., provided (Ideal = one annually).

TASKS: Friends and trustees workshop and newsletter to friends and trustees.

Continual revision of manuals for Florida Public library boards and friends of Florida's public libraries.

TIME - continuous.

1.512 **IMMEDIATE OBJECTIVE:** ***To provide a statewide coordinated public awareness campaign which will highlight the services and programs of the total library community of the state.***

Assumption

- ▸ Although community and public relations is a continuous local activity, libraries can benefit from the increased impact obtained through a centrally coordinated statewide public awareness campaign. Many libraries cannot afford to locally provide public relations staff or professionally developed public relations materials. The need for well designed materials and professional direction in this area can better be met through a consolidated approach.

Criteria

- Number of libraries participating in a statewide campaign (Ideal = 90%).
- Satisfaction with statewide campaign (Ideal = 90%).

TASKS: Request and evaluate proposals from organizations qualified to provide a statewide public awareness program.

Monitor and evaluate the effectiveness of the program during and after its implementation.

TIME - continuous.

1.513 **IMMEDIATE OBJECTIVE:** ***To provide professional public relations assistance to individual libraries in their local efforts.***

Assumption

- A task force of library promotional professionals and librarians active in this field is a valuable resource.

Criteria

- Representation from small, medium, and large libraries and from urban and rural settings (Ideal = 100%).

TASKS: Provision of public relations activities such as publications, workshops, exhibits, or similar activities.

Provision of professional advice and assistance to individual libraries upon request.

Provision of professional advice and assistance to the State Library staff upon request.

TIME - continuous.

ALTERNATIVES

The positive aspect of the state library agency coordinating statewide public awareness activities is the centralization factor. It may be possible to delegate some functions elsewhere, but centralization would be lost.

1.6 LONG RANGE OBJECTIVE

To provide leadership in the development of interlibrary cooperation, resource sharing, and library automation for libraries in the state.

1.61 INTERMEDIATE OBJECTIVE: *To maintain a staff of consultants specializing in the administrative development of interlibrary cooperation networks and methods of resource sharing as well as automated support of such networks.*

Assumption

- Consultants from the State Library can maintain liaison with national, regional, and intrastate groups which will provide the basis for networks bringing about maximum sharing of resources in the state. They can, in addition, provide a planning function which will give guidance to the libraries in the state which are interested in forming consortia or other cooperative ventures.

1.62 INTERMEDIATE OBJECTIVE: *To coordinate planning for the Florida library network.*

Assumption

- It is necessary to assign to one functional unit the responsibility to coordinate planning, to assure systematic development of a network for interlibrary cooperation and resource sharing throughout the state.

TASKS: Continual revision of the Florida Long-Range Plan for Interlibrary Cooperation, incorporated herein as the Title III section of this Program.

Systematic identification of areas that need further development of network activities in Florida.

Preparation of plans either through direct work by consultants or in participation with groups within the state.

TIME - continuous.

1.63 **INTERMEDIATE OBJECTIVE:** ***To provide guidance in the development of interlibrary cooperation consortia and appropriate technological support systems.***

Assumption

- State Library consultants can combine knowledge of current and past development of networks and consortia and of the development of appropriate technological support systems to provide assistance relative to problems peculiar to developing organizations and groups.

TASKS: On-site visits to consortia to evaluate problems and assist in planning.

Correspondence and telephone assistance with current development.

Maintenance of information on developments in networks and consortia through reading, correspondence, conferences, and on-site visits.

TIME - continuous.

1.631 **IMMEDIATE OBJECTIVE:** ***To increase accessibility to library resources through the appropriate communications network.***

Assumption

- Sharing resources through interlibrary loan will help to overcome inadequacies of libraries of all types in Florida.

Criteria

- Total number of requests received and processed annually.
- Total number of requests not filled.
- Analysis of requests not filled.
  a. What percentages not filled because items are not in print or owned by participating libraries?
  b. What percentage not filled because items are not purchased by the state library agency due to book selection policy and not owned by participating libraries.

c. What percentage not filled because citation of item was incomplete or incorrect?

d. What percentage not filled because item is not permitted to circulate?

e. What percentage not filled because filling would violate policy? e.g. popular titles, subjects restricted by prison regulations.

- Speed of fulfillment on:

  title requests = five to twenty five days for reply
  subject requests = ten to twenty five days for reply
  periodical requests = seven to twenty five days for reply

- Efficiency based on cost per user requests.

TASKS: Hold conferences of operating-level librarians from Florida Library Information Network.

TIME - annually

Hold a series of conferences for local libraries to assess network operation and improve its effectiveness.

TIME - continuous

1.64 **INTERMEDIATE OBJECTIVE:** ***To make available to libraries within the state union lists, indexes and other bibliographic means of determining the holdings of major libraries and resource centers. (Holdings are interpreted to mean books, indexes, periodicals, government documents, audiovisual materials and other informational formats that would meet the needs of users of libraries throughout Florida.)***

Assumption

- Such devices as union lists, indexes, etc., make the process of location of bibliographic resources easier and faster. They provide for greater accessibility to bibliographic resources of all types.

- It is not possible for every library to acquire every item it may need to satisfy user demands; therefore, these kinds of bibliographic aids are invaluable in providing information about holdings in other libraries of all types.

1.641 **IMMEDIATE OBJECTIVE:** ***To determine the informational needs of libraries and appropriate means for satisfying them.***

Assumption

▸ As the nature and needs of library users and the libraries themselves continue to change and grow, it is necessary to constantly investigate means of meeting these needs. First, the needs must be determined and secondly, there must be an investigation of alternative means to meet the determined needs.

Criteria

- Number of needs determined from a study.
- Number of plans implemented for meeting needs.
- Effectiveness of plans implemented in meeting needs.

TASKS: To implement recommendations emanating from the Florida Governor's Conference on Libraries and Information Services and the White House Conference on Libraries.

Continuous study to determine if cooperative projects could help libraries meet needs and demands and, if so, what type of project would benefit most libraries of all types.

TIME - continuous

1.65 **INTERMEDIATE OBJECTIVE:** ***To improve accessibility to the resources of the communication network for libraries.***

Assumption

▸ The network is effective in direct proportion to the number of participants who thoroughly understand its operation. Providing well-trained personnel at research sites should improve the speed of services provided.

▸ A regular system of information exchange is vital to reinforce good performance and to provide feedback used to refine network operations.

1.651 **IMMEDIATE OBJECTIVE:** ***To provide personnel, able to use the resources available through the Florida Library Network.***

TASK: To train and install personnel in certain communication network libraries.

TIME - continuous

1.652 **IMMEDIATE OBJECTIVE:** ***To establish specialized services as required (for example newsletter, delivery systems, etc.).***

TASK: To increase effectiveness of the communications network operation by publishing information in newsletters to be used by network members and library users.

TIME - continuous

ALTERNATIVE

The alternative to a communications network is for each library to fill all its own needs or let them go unfilled. It is, however, almost impossible for all libraries to have all materials that they might need to satisfy the demands of users. Therefore, the sharing of resources is both practical and economical.

SECTION X

STATEWIDE PUBLIC LIBRARY DEVELOPMENT

POLICY

A. *Public Library Development Grants are available to develop public library services on a countywide basis. No local match is required for these grants.*

1. *A two year LSCA grant is awarded for basic development of new consolidated or cooperative public library service within their first three years of eligibility or renewed eligibility for State Aid to Libraries grants. Multicounty libraries are not eligible to receive this development grant.*

   The maximum grant allowable is $55,000. The base grant is computed by applying the annual federal-state matching ratio to the local operating budget (federal share percentage divided by required state match x local operation budget). The maximum base grant is $50,000 and will be awarded for two years. An additional $.10 per capita is added for population above 50,000 and up to 100,000.

   A Development Grant for a consolidated or cooperative library joining a multi-county library must be administered by the governing body of the multi-county library.

2. *LSCA-funded Development Grants are available to continue library services in small counties faced with possible library closings. These grants help to assure the continuation of multi-county libraries by providing administrative support; and assisting counties to qualify for State Aid.*

   To qualify for a Public Library Development Grant, the library must agree to meet the terms of library service as specified in Chapter 257, Florida Statutes and Chapter 1B-3, Florida Code.

B. *Public Library Planning Grants are awarded to libraries to support their planning and evaluation efforts. Planning grants are awarded to libraries based on library readiness and need and the amount of funding available. Thus, requests for funding may be submitted at any time during the year. No local match is required for these grants.*

B. Public Library Planning Grants (continued)

1. *Planning grants of up to $10,000 are available to established and new consolidated and cooperative libraries to assist them in developing a long-range plan that meets the requirements of the State Aid to Libraries grant program. Grant funds are used to pay for consultant services to facilitate the development of plans.*

2. *Planning grants of up to $10,000 are available to support planning and evaluation of public library services and programs in Florida.*

3. *Grants of up to $25,000 are available to counties that do not have countywide service and are working to implement formal plans prior to beginning countywide library services. Eligible applicants must have:*

   (a) *the potential for funding library services and programs to meet the minimum requirements for receipt of State Aid to Libraries grants as specified in Chapter 257, Florida Statutes and Chapter 1B-2, Florida Administrative Code.*

   (b) *preliminary plans for funding, structure, governance, and service.*

   (c) *some agreement among local county officials, libraries and library supporters about steps needed to implement the plan.*

   LSCA Funding is limited to a two-year period of time and is available to support efforts to establish a dedicated source of funding for the service and coordinate efforts of libraries and citizens groups to implement the plan for governance, structure, and service.

   Awards will be made to county government. Project activities can be implemented by the county or an eligible not-for-profit corporation working to establish countywide service. Allowable costs include publicity, travel, supplies and/or a coordinator for the effort.

   The project administrator is not required to have an ALA Masters of Library Science Degree to implement this grant.

C. *State Aid Establishment Grants (Chapter 257.19, Florida Statutes) are awarded for first year to any county, counties and municipalities entering into an interlocal agreement (Florida Statutes, Chapter 163), or a special district or tax district, any of which qualifies for a State Aid Operating Grant. The maximum grant allowable is $50,000. This establishment grant is derived from State General Revenue sources and is equal and in addition to the total State Aid Operating and Equalization Grants for which the county qualifies.*

A single county that qualifies for a State Aid to Libraries Operating Grant for the first time is eligible to receive a State Aid Establishment Grant. According to Section 257.19, F.S., multicounty libraries are not eligible to receive State Aid Establishment Grants.

D. *Consultant services of the Bureau of Library Development, Division of Library and Information Services, will be used to advise the library staff in the development of formal applications for grants and to assess and guide public library development and improvement.*

E. *Collection Development Grants of up to $25,000 are available to public libraries to help improve material collections that are both inadequate in numbers of volumes and unable to meet local information needs. Proposals for these grants must:*

- *clearly identify the area(s) of the collection that will be improved;*
- *focus on specific areas of the collection to be improved;*
- *clearly establish the need and provide evidence of plans to promote the materials to a target clientele.*

Only one proposal may be submitted by a public library. It will be counted as one of the maximum of 4 proposals that may be submitted during an application period. Libraries are not eligible to receive collection development grants in two consecutive grant years.

2.0 SUBGOAL

The development of consolidated and cooperative libraries that will effectively and efficiently provide a full range of library services.

2.1 LONG RANGE OBJECTIVES

To provide quality library service to all residents of Florida through the development and improvement of public libraries with sufficient population bases to economically finance a full range of library services.

Assumption

- The state should direct itself toward the establishment, development and improvement of a network of public libraries so that all citizens may have equal access to a full range of library resources. With this principle in mind, the most economical way to provide the best quality service is through countywide development. Public library service is expensive. If each community is encouraged to develop its own library, unnecessary duplication of staff and materials will result. The quality and quantity of resources will vary from community to community and the cost per taxpayer will be higher.

2.111 **IMMEDIATE OBJECTIVE:** ***To increase the number of counties qualifying for State Aid and to establish broad-base public libraries at the rate of one per year that meet State Aid to Libraries grant program minimum eligibility requirements as defined in Chapter 1B-2, Florida Administrative Code.***

Assumption

- There are currently four counties in Florida without countywide public library service. Some of these counties have municipal libraries serving their incorporated areas but not the remainder of the county.
- The establishment of countywide library service is crucial in meeting the goals of service for public libraries. Logically, unless there are established libraries to provide for the needs of the public, none of the services or programs which are needed and/or demanded will be possible.
- Division of Library and Information Services consultants should be utilized to assist in the establishment and development of public libraries.

80

Criterion

- Number of counties establishing or joining established libraries.

TASK: Award public library development grants to counties establishing library service or joining an existing library.

2.112 **IMMEDIATE OBJECTIVE:** ***To provide financial assistance to insure that basic library service is continued in existing small county or multicounty libraries.***

Assumption

▸ Due to limited tax bases, some Florida counties are barely able to fund mandated public services and are unable to continue the provision of basic library services. Without financial support, libraries in these counties would have to close their doors or severely reduce hours and services to their residents.

▸ Until the 1992 amendments to the State Aid to Libraries grant program are fully implemented, the provision of financial and consulting support from the state level is essential to allow libraries in small counties to continue to provide basic services to residents.

▸ The services of the consultant staff of the Division of Library and Information Services may be utilized to help guide and improve libraries. Staff may be called upon to assist with management problems as well as in specific areas of the public library development and operation.

2.113 **IMMEDIATE OBJECTIVE:** ***To improve the quality of library planning in support of the development and improvement of public libraries in Florida.***

Assumption

▸ Planning for library services is crucial if the libraries in Florida are to be effective in carrying out their responsibilities of providing for the informational, educational and recreational needs of the population.

- A planning process that emphasizes education of the participants in public library planning while at the same time facilitating a process that will result in the library's governing body, community representatives, and library staff actually developing the long-range plan, rather than simply having a consultant write a plan and present it to the library is most effective.

- Planning for library development should include a study of the area to be served by a public library, the best kind of library for the area, and an investigation of the needs of an area and resources available to meet those needs. The product of such a planning study should be a long range plan for implementation of public library service for the area.

- Planning for library development should not cease with the establishment of service. Changes in the community require continuous planning with periodic intensive study to bring about continued responsiveness to community needs. Therefore, it is necessary constantly to study and evaluate existing operations to determine how well they are performing in meeting the needs of the community. This can be done by surveying existing methods of operations, programs and facilities, land for countywide service, interpreting statutes and standards, and establishing good relationships within the library and among the libraries.

- Financial assistance is needed by some counties to help defray the cost of planning for and organizing county library services to qualify for State Aid. Although volunteer support and donations may be used in this effort, their effectiveness can be limited because existing library staff cannot usually devote adequate time to the organizational effort.

TASK: Award public library planning grants to help libraries plan for new and improved library services and programs.

2.114 **IMMEDIATE OBJECTIVE:** ***To develop the full potential of existing libraries through the improvement of collections.***

Assumption

- Library collections in public libraries throughout Florida are inadequate both in numbers of volumes and ability of the collection to meet local needs. Many times a library needs assistance in specific collection development when a new facility is opened or to meet a specific community need.

TASK: Provide collection development grants to assist libraries in developing specific areas of their materials collection.

2.115 **IMMEDIATE OBJECTIVE:** ***To help develop the full potential of libraries by providing consulting support to libraries toward the development and improvement of library service.***

Assumption

- It is necessary constantly to study and evaluate existing operations to determine how well they are performing in meeting the needs of the community. Division consultants can do this by surveying existing methods of operations, programs and facilities, land for countywide service, interpreting statutes and standards, and establishing good relationships within the library and among the libraries.
- The services of the consultant staff of the Division of Library and Information Services may be utilized heavily in the area of improving existing libraries. The consultant may be called upon to assist with management problems as well as in specific areas of the public library operation.
- Consultants may be used beneficially in the following tasks: surveying existing facilities in a given area, providing advise on the development of plans for countywide service, interpreting statutes and standards, and establishing good relationships with the library and among libraries. Field visits should be made to provide supportive data and allow the consultants to evaluate the service area. to make recommendations concerning community needs and to assess the ability of an established library to meets the needs of the population.
- Field visits should be made to provide supportive data and allow the consultants to evaluate the service area. to make recommendations concerning community needs and to assess the ability of an established library to meet the needs of the population.

TASK: Make available consultant services to assist libraries to develop and improve services and programs

ALTERNATIVE

The alternative to public library development and maintenance is to abort countywide development. Each library could then develop according to its own support. Since informational needs of all people are growing, this would mean that each community would then need current informational and reference materials with a staff that could assist the user. Since the cost of such library materials is ever-increasing, the smaller communities would be able to buy fewer and fewer needed resources. Unequal service will result with residents of smaller communities having far less available to them than residents of larger communities. Financially, all communities will suffer as they face the need to appropriate an ever-increasing amount to support the library facility. Consultant services could be concentrated on specialized areas and made available to all public libraries. However, this would necessitate at least three times the number of consultants and support staff.

SECTION XI

REGIONAL RESOURCE CENTERS

POLICY

A. *Five public libraries in Dade, Broward, Orange, Hillsborough and Duval counties have been designated as regional resource centers in order that all Florida residents will have access to informational and recreational resources. These centers are intended to provide supplemental, research level services and materials, not to replace the need for local public library service.*

B. *The Department of State, Division of Library and Information Services, has designated public libraries, strategically located to serve the greatest number of people in an area, so that all residents will have access to a regional resource center.*

C. *A public library designated as a regional resource center should have a collection of no less than 750,000 volumes at the time of its designation.*

D. *Public libraries designated as regional resource centers will maintain central libraries of sufficient strength to support research and reference needs of the public. A public library system of regional branches, for instance, does not fall within the definition. If the central library does not hold copies of all titles within the system, then provision must be made for intrasystem delivery to the central library for patron use.*

E. *The staffing of a public library designated as a regional resource center should meet standards as expressed in Standards and Guidelines for Florida Public Library Services (1985 revision).*

F. *The administration and government of a public library designated as a regional resource center must be compatible with the goals and objectives of regional resource center development within Florida.*

G. *Total local budget may be used for matching requirements set by the state library agency.*

POLICY (continued)

H. As a minimum, a regional resource center will provide the following:

1. *Interlibrary loan and information service free of charge to all libraries which are members of the Florida Library Information Network (FLIN). Such interlibrary loans will be handled in accordance with protocols, procedures, and standards established by the Florida Library Network.*
2. *Open access for non-residents of the taxing jurisdiction to collections of all library materials available to residents of the jurisdiction. Such access may be limited to in-library use; it is not required that materials be loaned to non-residents for home use.*
3. *Reference and information service to non-residents on the same basis as residents.*

3.0 SUBGOAL

The provision of a network of resource centers throughout Florida which will establish and extend comprehensive resources for the residents of its service area.

3.1 LONG-RANGE OBJECTIVE

To provide subject and reference resources at regional resource centers within Florida.

Assumption

- The aim of regional resource centers is that public libraries so designated should broaden their usual resources and services to take on regional responsibilities. They should have financial assistance to meet their regional obligations. These regional centers would be part of the state network of library facilities and, in some cases, might maintain special collections for the whole state on subjects of particular regional importance.
- The importance of regional resource centers cannot be overemphasized. Without the resource center, library users may have access to local collections for general reading at frequent intervals and to very specialized sources through interlibrary loan at infrequent intervals. They would not have direct access to a subject and reference collection in some depth and to the specialized guidance of professional staff, which together constitute one of the most important kinds of library service.

3.11 **INTERMEDIATE OBJECTIVE:** ***To make provision for regional resource centers in appropriate geographical areas of Florida, which will make it possible for any resident to have convenient access to the resource center from one's place of residence.***

Assumption

- In order that regional resource centers may be established to meet the needs of the entire population of Florida, it is necessary that designated public libraries be strategically located and have the resources to serve this function. After resource center designation, it will then also be necessary to provide funding which will enable the centers to enhance collections and services for the residents of the area.

3.12 **INTERMEDIATE OBJECTIVE:** ***To strengthen interlibrary cooperation between libraries of all types to utilize the total resource potential for the greatest number of persons in a given area.***

Assumption

- The best use of subject and reference resources available within any given area of the state will be made only if there is interlibrary cooperation. Libraries of all types within a service area should be willing to share resources of use to the residents of the area. Useful interlibrary cooperation will be stimulated by LSCA Interlibrary Cooperation and Resource Sharing (Title III) funds.

3.121 **IMMEDIATE OBJECTIVES:** ***To begin a program of informing users and potential users in areas where regional resource centers exist, as to what services are available to them through the resource center.***

Assumption

- Unless residents of an area are made aware of the resources available to them through regional resource centers, the effectiveness of such centers will be negligible. Informing the public of services and resources must be a part of the overall program of a regional resource center.

Criteria

- Number of users before an information program.
- Increase in usage of reference services.
- Increase in interlibrary loan requests.
- Increase in demand in specialized subject areas.

TASK: Public information program about regional resource centers.

TIME - continuous

ALTERNATIVE

The informational needs of Florida residents could be met with some degree of effectiveness by the interlibrary loan network, administered by the Division of Library and Information Services. If direct access to larger libraries in each region is not made available to residents outside the immediate taxing jurisdiction, the informational needs of the Florida resident will have to be satisfied by the library in his or her immediate area and relatively cumbersome interlibrary loan. More materials will be available to residents near large libraries, less to those in rural areas. A program of regional resource center libraries insures equal access to materials in every part of the state.

3.122 **IMMEDIATE OBJECTIVE:** ***To provide a means of improving the effectiveness and efficiency of the services of public library resource centers.***

Assumption

- A source or means of identifying locations of materials for interlibrary loan purposes will assist in a more efficient and effective resource center capability in serving the information needs of the citizens of Florida.

Criteria

- Increase in volume of interlibrary loans requested from regional resource centers.
- Improved rate of fulfillment of interlibrary loan requests as a indicator of effectiveness.

- Shortened period of response to interlibrary loan requests as an indicator of efficiency.

TASK: Provide for continuing inclusion of the holding records of the regional resource centers in the On-Line Computer Library Center and the Southeastern Library Network, Inc. (OCLC/SOLINET).

TIME-continuous.

SECTION XII

LIBRARY SERVICES TO IDENTIFIED SPECIAL CLIENTELE

4.0 SUBGOAL

The development in public libraries of a variety of operational formats designed to increase library use by special identifiable groups.

Special identified clientele groups include persons who have a physical, mental and/or developmental disability, minority groups, migrant workers, illiterate persons, bilingual and bi-cultural communities, rurally isolated individuals, persons incarcerated in locally supported institutions, and persons who are economically disadvantaged. These people can be said to require additional support to make use of traditional library services.

4.1 LONG RANGE OBJECTIVE

To encourage non-users of library services to make use of traditional and innovative library programs and adequately support the service needs of persons who require non-traditional or adapted delivery systems.

Assumption

- The library is a life-long educational institution capable of addressing all informational needs with no educational prerequisites required for access.

4.11 **INTERMEDIATE OBJECTIVE:** ***To insure the ability of identifiable special clientele to use the resources of the library.***

Assumption

- Many persons who are members of the special clientele groups defined above have not been library users. Outreach efforts must be suited to their needs as individuals within a unique group. Services and materials must be adapted through the use of special equipment or modified formats so users with special needs can use the library.

4.111 **IMMEDIATE OBJECTIVE:** ***To provide materials for interests pertinent to the population to be served, including materials in languages other than English and formats appropriate to the users' need.***

To provide materials in appropriate formats, languages, and subjects that will stimulate literacy.

Assumption

- The special interests and needs of any patron should be the focal point for a collection of materials. Non-print and non-traditional materials should be included. Primary consideration should be given to providing all patrons equal access to library materials, information, services, and programs.
- Materials to stimulate reading skills must be appropriate in terms of relevancy to the special clientele, vocabulary, language, format, content and style.

Criteria

- Availability of modified material formats needed by and useful in serving special clientele. (Ideal = 100% of possible formats)
- Circulation figures for each category of criterion number 1, as an indication of usefulness and also of satisfaction for the patron.
- Qualitative responses from patrons regarding satisfaction with service.

TASK: The provision of LSCA Title I grants which will enable public libraries to purchase materials suitable for use with special clientele.

TIME - continuous

4.12 **INTERMEDIATE OBJECTIVE:** ***To promote library service to special clientele in such a way that the target group will want to use the library.***

Assumption

- Many people do not think of the library as an institution able to satisfy their educational, informational and recreational needs. The library can assist in removing any psychological barriers to using the library that may exist.

4.121 **IMMEDIATE OBJECTIVE:** ***To provide staff members with an understanding of the social forces which may shape the attitudes***

and achievements of this clientele.

To take responsibility for coordination of activities with other social agencies and promotion of library services through the appropriate media.

To involve people from the target community in all phases of library services aimed at their needs: planning, implementation and evaluation.

Assumption

- Personnel who work with special clientele need skills not necessarily acquired from a formal education, such as: understanding the interrelatedness of social agencies serving the target group and the ability to establish the rapport necessary for a congenial, supportive atmosphere, including when necessary, skills in appropriate languages. The best source of information on special clientele comes from that group or from persons associated with them.

Criteria

- Number of target areas having personnel working with the special clientele. (Ideal = 100%)
- Number of personnel in each area with specified characteristics and abilities.
- In-service training for work with special clientele measured by the number of workshops, release time courses or comparable activity.
- Number of social agencies with which library is engaged in cooperative activities. (Ideal = the total number of social agencies serving the target population in a given location)
- Qualitative patron response regarding satisfaction with the service.

TASK: Provision of personnel in each project designed to serve special clientele with the basic understanding and the expertise stated in immediate objectives.

TIME - continuous

4.122 **IMMEDIATE OBJECTIVES:** ***To instigate and support programs in cooperation with other agencies which will increase and improve literacy.***

To provide programs which would draw children and young people to the library.

To provide programs for adults which would meet community needs as well as an individuals search for recreational, educational and practical information.

To devise methods of explaining the organization of the library, the function of the reference room, the catalog system, the services available (general how-to-use-the-library information) to the degree necessary for the target group to make maximum use of library service.

To widely publicize the library within the community.

Assumption

- Programs and personnel are the best public relations tool that a library has to generate interest. They must, however, appeal to people's right to self-determination; their right to knowledge; and their right to their own culture. The library must shape its programs in an effort to honor these rights. In addition, it should cooperate with community agencies to avoid duplication of effort and to reach a wider audience; and should be sensitive to areas of needed service. The library must take the initiative to make the population aware of its function as a major distribution point of information and service. Community residents should be involved in program planning in order to attract residents to use the services and provide an outlet for special abilities.

Criteria

- Number and type of activities jointly sponsored by the library and other social agencies as an indication of cooperative effort.
- Percentage of user satisfaction with programs for children and young people. (Ideal = 75%)
- Percentage of user satisfaction with programs for adults. (Ideal = 75%)

- Variety in types of programs in each of the above categories as a measure of quality.
- Percentage of effectiveness of activities which help explain the services of the library. (Ideal = 100%)
- Attendance figures at programs in comparison with total population served. (Ideal = constant increase)
- Measurement of circulation figures after subject-oriented programs. (Ideal=constant increase)
- Effectiveness of library publicity as measured by increased use of services. (Ideal = constant increase)
- Measurement of use of service functions, such as reference, reserve books, use of special collection, as time progresses. (Ideal = increase in service function)

4.13 **INTERMEDIATE OBJECTIVE:** ***To provide library services and materials that are accessible, usable, and relevant.***

Assumption

▸ Special clientele are sometimes isolated from the mainstream of society by occupational status, physical or mental disabilities, discriminatory practices or incarceration. Because of this, it is essential that librarians assume the initiative to make services easily available.

4.131 **IMMEDIATE OBJECTIVE:** ***To provide physical facilities that are inviting, comfortable, accessible and convenient.***

To offer the resources and facilities of the library to existing agencies already working with special clientele. (Both the staff and their clients).

To arrange and group materials to meet specified interests and needs of clients.

To provide flexible staffing and hours and to avoid rigid rules and regulations.

To physically move library programs and services into the

community, e.g. deposit collections in local gathering places, bookmobiles, vans, radio and TV programs, community centers.

To make every necessary effort to reach out to special groups no matter what limitations must be overcome to do this, librarians need to set aside or re-evaluate traditional assumptions about library settings and types of delivery methods.

To make every effort to eliminate barriers, physical or psychological, as perceived by the target group.

Assumption

- The tendency of the library to function as a bureaucratic organization can be intimidating to some people. The Library must provide a pleasant environment with a supportive and relaxed atmosphere.

Criteria

- Daily attendance at all library outlets and functions and use of all services as compared to total population to be served. (Ideal = constant increase)
- Public opinion regarding the comfort and convenience of facilities.
- Number of other agencies using library facilities. (Ideal = total number of social agencies serving the target group in a given location)
- Types of use made of the library by other agencies. (Ideal = programs relevant to the needs of the target group)
- User satisfaction with "special interest" collections by type. (Ideal = greater satisfaction with more relevant collections)
- Number of hours open. (Ideal = 40 hours or more per week, at times convenient to the special clientele)
- Options are available for library service when the building is closed.
- User satisfaction with activities conducted away from the main library facility as compared to activities conducted at the main library as an indication of effectiveness.

TASKS: The modification of existing facilities and staffing to assure accessibility to special clientele as well as taking resources by use of alternative delivery methods to areas with concentrations of target populations.

TIME - continuous

The exploration of additional delivery methods, such as mail service, bookmobile service and non-traditional on-site services in the community to increase accessibility to library services for all segments of the community, thus combining service to the target group with general outreach efforts.

TIME - continuous

NOTE: While the effectiveness of programs and services for special clientele will be revealed by numbers of persons attracted to them and patron evaluations, new methods of evaluation and use of sociological studies of community and interagency impact on target populations will also be necessary to best plan for services.

SECTION XIII

LIBRARY SERVICE TO STATE INSTITUTIONS

POLICY

A. *The Department of State, Division of Library and Information Services, through the consultant responsible for library service to institutions, will work cooperatively with the departments and divisions responsible for institutions, and directly with the institutions in developing and improving the library program.*

B. *To receive LSCA Title I and state program grant fund, a state institution must meet the following requirements:*

1. *Receive at least 50% of its support from state General Revenue Funds; or be under state administrative control or jurisdiction and receive state General Revenue Funds; or be operated by a department of the state government.*

   Institution library programs are established to serve the communities of people associated with state supported institutions. Institutional communities include the individuals who reside in the institution and the personnel who work at the institution. State institutions in Florida that currently have libraries include facilities operated by the Department of Corrections, the Department of Health and Rehabilitative Services, the Department of Education, and the State University System.

2. *Have its library programs administered by a librarian who has completed a library school program accredited by the American Library Association;*

3. *Have a current 3-year long-range plan on file with the Division of Library and Information Services.*

C. *The minimum amount of LSCA (Title I) or state program grant for which an institution library can apply is $7,500.*

D. *LSCA (Title I) and state program grants are intended to be used to support an institution library's public library function. Such funds can be expended at institutions for:*

1. *Library Materials*
2. *Supplies to support the processing, use, and maintenance of library materials*
3. *Office supplies*

D. LSCA (Title I) and state program grant funds can be expended at institutions for: (continued)

4. *Equipment required for the use of library materials and small office equipment*
5. *Free standing furnishings except office furniture*
6. *manufactured shelving*
7. *Contractual agreements for library services*
8. *Adult literacy education*

LSCA (Title I) and state program grant funds cannot be expended at institutions for:

1. *Replacement of existing furnishings*
2. *Modifications to the physical plant*
3. *Office furniture*
4. *Legal materials*
5. *Education curriculum support materials such as tests and textbooks*
6. *Educational services except adult literacy training*

E. Recorded video tapes purchased with LSCA (Title I) or state program grant funds must be used in accordance with copyright laws. Public performance of these videos can only be presented when this right is allowed under the law, or by the owner of the video copyright, or under a purchased license to perform the video title.

LSCA (Title I) and state program grant funds can be used to purchase video performance licenses only when the license provides access to public performance for all the institutional libraries of the concerned agency.

F. Proposals for grant funding are accepted from:

1. *All institutions not operated by the Department of Corrections for:*

   - *New institution libraries and new libraries in existing institutions (for collection development). New libraries are eligible for these start-up funds when a library facility is available.*

   - *New services in existing libraries.*

   - *Pilot programs.*

- *Projects with a programmatic emphasis, with or without a collection development component.*
- *Collection development projects with defined areas of materials collection, such as reference, popular fiction, foreign language, etc., that follow the guidelines for collection development grants for public libraries.*

2. *The Department of Corrections. One centrally administered project is awarded each year to the Department of Corrections. The project proposal must include:*
   - *All the informational, budgetary and narrative sections required by the State and Federal Grants Office of the Division of Library and Information Services; and,*
   - *A list of the eligible institutions that will participate in the project and the proposed percentage of the total grant award that will be allocated to each participating institution. Individual institutions must meet eligibility requirements for receipt of LSCA (Title I) or state program grants outlined above in policy B.*

5.0 SUBGOAL

The development within state institutions and public libraries of a variety of operational formats designed to increase library use by the public and special identifiable groups.

5.1 LONG-RANGE OBJECTIVE

To establish, improve and maintain quality library service in Florida's state institutions that meets the broad range of needs of institution residents.

Assumption

These are the characteristics of institution library service:

- Members of the institutional community of Florida's major state institutions are able to profit from library and information services provided by libraries that have and adhere to clearly identified roles.

- The roles that can be carried out by institutional libraries vary dependent upon the needs of the community served. Possible roles for institutional libraries are:

    * Community Activities Center
    * Community Information Center
    * Formal Education Support Center
    * Popular Materials Library
    * Reference Library (for legal collections)

- Library services similar to those available in the community and which are equal to quality public library service, within the identified roles for each of the institution libraries, should be available to all members of the institutional community.

- Where the institution provides elementary and secondary level educational services, the institution library should also function as a school library media center and provide materials and services necessary to support the curriculum.

5.11 **INTERMEDIATE OBJECTIVE:** ***To provide collections of print materials which will meet the library needs of institution communities.***

Assumption

These are the characteristics of institution library service:

- Only a few of the state institutions in Florida meet the needs of their patrons for library materials. Many institutions are dependent on donations and grant funding for all but personnel costs; they lack the financial support necessary to build adequate collections of materials.

- Institution libraries should make available library materials that meet the assessed needs of the institution community. Both print and non-print formats should be available, as appropriate to the need. Print materials should be provided in alternative formats (paperback, recorded or Braille) as needed. Decisions for collection development should include a review of the need for the types of materials listed below:

    * Current popular fiction * Classic fiction
    * Non-fiction * Reference resources - print or electronic *
    Multi-cultural interest * Materials in foreign languages *
    Special fiction genres (Westerns, Mysteries, Horror,
    Romance, Science Fiction, etc.) * New reader (high

interest/low reading skill) * Comic books * Magazines * Newspapers * Recorded music (cassette tapes, compact disks) * Video recordings * Realia (games, models, kits, etc.)

5.111 **IMMEDIATE OBJECTIVE:** ***To purchase print materials as appropriate and necessary to establish initial collections in new institutions and to improve inadequate collections in established institution libraries.***

Assumption

These are the characteristics of institution library service:

- A basic print collection should be available. This print collection should be selected to respond to the unique interests and needs of the institutional community and should be in the formats needed to allow maximum accessibility.
- Current and popular magazines are an integral part of a print collection. Newspapers should be received in sufficient quantity to satisfy the number of residents in the institution. Ephemeral material, such as pictures, posters, comic books and pamphlets, should also be acquired.
- Libraries serving an institutional community that is made up of severely or profoundly developmentally disabled persons who are not able to read will have minimal print collections.

Criteria

- Minimum standards for print collections as set forth in the Guidelines for Library Services in Florida's Correctional Institutions. (Ideal = 5,000 well-selected titles or 10 titles per resident, 50 periodical titles or 1 title per 15 residents, 10 newspaper titles or 1 title per 75 inmates)
- Minimum standards for print collections as set forth in Library Standards for Juvenile Correctional Institutions. (Ideal = 4,000 well-selected titles or 20 volumes per resident, 40-80 periodical titles with multiple copies as needed, 10 newspaper titles)
- Minimum standards for print collections as set forth in Standards and Guidelines for Client Library Services in Residential Mental Health Facilities. (Ideal = 5,000 well-

selected titles or 5 titles per client, whichever is greater; 25 magazine titles with 5 subscriptions for each closed living area; major state and national newspapers)

- Quality of collections as measured by containing sizeable collections of the following types of print materials, where appropriate:

  (a) current and standard adult and young adult fiction - many in paperback format
  (b) current and standard adult and young adult nonfiction
  (c) reference materials
  (d) large print materials
  (e) health and physical fitness materials
  (f) high-interest, low-reading level materials
  (g) foreign language materials
  (h) vocational and avocational materials
  (i) substance abuse materials
  (j) multi-ethnic culture materials
  (k) legal reference material
  (l) self help/survival skill materials
  (m) poetry
  (n) adult interest picture books

- Percentage of user satisfaction with print collection. (Ideal = 75%)

TASKS: Provide LSCA (Title I) or state program grants to state institutions without library service for the establishment of print collections.

TIME - continuous

Encourage institutions without library services to make provision in their state budgets and through grants from other sources of funding for the allocation of funds for print materials to establish a library.

TIME - continuous

Provide LSCA (Title I) or state program grants to state institutions having inadequate collections to improve their print collections.

TIME - continuous

Encourage institutions with inadequate library budgets to increase their state allocations for print materials and to seek funds from other sources which could be used to purchase print materials.

TIME - continuous

5.112 **IMMEDIATE OBJECTIVE:** ***To purchase non-print materials as appropriate and necessary to establish initial collections in new institutions and to improve inadequate collections in established institution libraries.***

Assumption

These are the characteristics of institution library service:

- A majority of the individuals living in Florida's institutions are functionally illiterate and have not been library users prior to their arrival at the institution. They do, however, use audiovisual materials, and are often unable to access them anywhere except through the library and recreation programs. Many of the institution libraries in Florida are inadequate in providing audiovisual materials and equipment for the library community. It is assumed that until the libraries acquire a minimum of these materials they cannot provide adequate service. It is also assumed that no library should be established without a minimum of these audiovisual materials.

- Realia items (games, models, kits, etc.) are appropriate purchases for many institutional libraries.

- Audiovisual materials are the core of the collections at the HRS residential centers for people with developmental disabilities. Therefore, while some print materials (highly illustrated non-fiction) will be useful, the major portion of the collection must be composed of realia and audiovisual materials.

Criteria

- Minimum standards for collections as set forth in the Guidelines for Library Services in Florida's Correctional Institutions. (Ideal = cassette and disc recordings - 300 titles plus 1 title per 4 residents; other audiovisual materials - provided in quantities to support the educational and institution programs)

- Minimum standards for collections as set forth in Library Standards for Juvenile Correctional Institutions. (Ideal = video/16mm films - access to at least 1,000 titles; cassette and disc recording - 6 to 10 titles per resident)

- Ideal minimum standards including: access to commercially and locally produced videotapes; 16mm films - access to at least 1,000 titles; cassette and disc recordings - no fewer than 500 titles or 2 per resident; computer programs -word processing and basic education programs; realia - 2 items per person, including games and puzzles, as appropriate.

- Minimum standards for collections as set forth in Standards and Guidelines for Client Library Services in Residential Mental Health Facilities. (Ideal = at least 500 cassettes and disc recordings and 1 title per client thereafter; other audiovisual materials = 1 audiovisual title per client, up to 300 clients, and thereafter 1 title per 4 additional clients)

- Indicator of quality will be collections of non-print materials that contain:

  (a) audio formats for all types of music
  (b) recorded books
  (c) video formats
  (d) computer programs

- User satisfaction with audiovisual collection. (Ideal = 75%)

TASKS: Provide LSCA (Title I) or state program grants to state institutions for the purpose of acquiring non-print materials in sufficient quantity to meet identified needs.

TIME - continuous

Encourage institutions to make provisions in their state budgets for the purchase of non-print materials for the library program.

TIME - continuous

Encourage institutions to seek other funding sources for non-print materials for their libraries.

TIME - continuous

5.12 INTERMEDIATE OBJECTIVE: *To provide library programs and services for institutional communities.*

Assumption

These are the characteristics of institution library service:

- Members of institutional communities can benefit from library programs and services that meet their informational, cultural, educational, recreational, and therapeutic needs and interests.
- Programs and services offered should be based on regular assessments of the needs and interests of the service community.
- Institutional libraries often have externally imposed restrictions placed on the methods for delivery of services and programs. For example, institutions for persons with developmental disabilities are required to provide services in the least restrictive setting; correctional libraries may be prohibited from providing group programs because of security concerns.
- Age-appropriate programs should be provided in the least restrictive environment possible to encourage individual, unstructured use.

5.121 IMMEDIATE OBJECTIVE: *To support the self development efforts of institutionalized individuals.*

Assumption

These are the characteristics of institution library service:

- Institution libraries that serve populations with high percentages of illiteracy and low levels of educational achievement should provide literacy and basic education support services, at least through the availability of adult interest, low reading level materials and basic education support materials. Where possible, computerized self-instructional programs should be available.

Criteria

- Percentage of user satisfaction with programs and services. (Ideal = 75%)
- Number of persons participating in programs as compared to total population. (Ideal = 50% of number of persons identified as illiterate)

TASKS: Provide LSCA (Title I) or state program grants to state institutions for the purpose of establishing and providing continuing support for library provided self-education programs.

TIME - continuous

Encourage state institution administrations to support self-development programs in their libraries.

TIME - continuous

5.122 **IMMEDIATE OBJECTIVE:** ***To develop library programs and services suited to the needs and interests of the institutional community.***

Assumption

These are the characteristics of institution library service:

- Formal and informal programs for individuals and groups can include bibliotherapy, discussion groups, book talks, audio visual presentations, video production, concerts, arts and craft activities, contests, games, etc.
- Library services such as reference, readers advisory, music and recorded book listening, special collections, etc., should be provided where these services are needed.
- Institution libraries that serve children and young adults must provide the programs and services customarily found in school library media centers.
- Persons who are unable to visit the library should be provided with alternative services and programs comparable to those at the library. Outreach services to confinement areas and living units are based on local needs assessment

and include activities such as group and individual programs, materials delivery service on a regular basis, deposit collections and regular loans of audiovisual equipment and materials.

- The library should actively publicize its ongoing services and special activities to the institutional community.

Criteria

- Percentage of user satisfaction with programs and services. (Ideal = 75%)
- Number of persons participating in programs as compared to total resident population. (Ideal = 50%)
- Variety of services and programs offered by the library are supported by evidence of need and are within the published role and mission of the library.

TASKS: Provide LSCA (Title I) or state program grants to state institutions for the purpose of offering new library programs, activities, and services for institutional communities.

TIME - continuous

Encourage state institution administrations to support programs and services in their libraries.

TIME - continuous

5.13 **INTERMEDIATE OBJECTIVE:** ***To provide furnishings and equipment necessary to support access to institution library collections, services and programs.***

Assumption

These are the characteristics of institution library service:

- Libraries must be adequately equipped to provide the community with access to available materials and services. Sufficient equipment to use the library's collection must be available. This includes audio visual and electronic equipment, assistive devices for people with disabilities as needed, equipment for individual and group use of materials, etc.

- Institution libraries need basic office and library management equipment such as storage cabinets, circulation desk(s), book trucks, equipment stands, catalog housing (card or electronic), microcomputers, communications equipment, etc.

- Libraries need basic furnishings in order to provide services and programs. Basic furnishings include shelving for all types of materials available, carpeting, seating (stacking and lounge), tables, desks, work tables, air conditioning, carrels, etc.

Criteria

- The furnishings and equipment for the library should contribute to the effectiveness of the library program and provide a comfortable and inviting environment. Furniture should be selected for color, attractiveness, durability, comfort, ease of maintenance, and to accommodate the needs of individuals with disabilities. The types of equipment will vary depending on the service program. Some equipment items are not eligible for purchase under the LSCA program. These items include: carpet; costs for materials to make shelving; paint; office furnishings; and repairs to the physical plant.

TASKS: Provide LSCA (Title I) or state program grants to state institutions for the purpose of acquiring sufficient library equipment to support the materials collection.

TIME - continuous

Encourage state institutions to support their library programs by providing adequate fixed furnishings, equipment and free-standing furniture.

TIME - continuous

5.14 **INTERMEDIATE OBJECTIVE:** ***To provide sufficient qualified personnel necessary to provide access to institution library collections, services and programs.***

Assumption

- Professionally trained librarians who have graduated from an American Library Association accredited program are needed in the institutional setting to establish policies and procedures for library service, to select and manage the collection of materials, and to organize those materials into a cohesive, available and up-to-date program.

- ▸ Institution libraries need to increase their professional and clerical staff to provide improved service and to increase their service hours. Some institutions have community members who can only use the library at certain hours, others cannot come to the library at all but must be served through outreach programs. Some institution librarians must spend much of their time performing routine clerical tasks, security functions, and managing ancillary services such as a law library. A single professional librarian who is unsupported by any other staff, the situation which now exists in most of Florida's institution libraries, is inadequate to provide library service in all but the smallest of institutions.

Criteria

- Minimum standards for staff as set forth in the Guidelines for Library Services in Florida's Correctional Institutions. (Ideal = up to 600 residents - 1 librarian, 1 library assistant; over 600 residents - 1 librarian, 1 library assistant and 1 library assistant for every additional 300 inmates above 300.
- Minimum standards for staff as set forth in Library Standards for Juvenile Correctional Institutions. (Ideal = 100-200 residents - 1 professional librarian, 1 library technician, 1 library clerk; 201-500 residents - 1 professional librarian, 1 assistant librarian, 1 library technician, 1 library clerk; 501 and more residents - 1 professional librarian, 2 assistant librarians, 1 library technician, 2 or 3 library clerks)
- Minimum standards for staff as set forth in Standards and Guidelines for Client Library Services in Residential Mental Health Facilities. (Ideal = up to 400 clients - 1 library director and 1 support staff; 401-600 clients - 1 library director, 1 paraprofessional, and 2 support staff; 601-1,000 clients - 1 library director, 1 librarian, and 2 support staff; over 1,000 clients - 1 library director, 1 librarian, 2 paraprofessionals, and 3 support staff).
- For institution libraries not covered by the standards documents referenced above, the criteria listed under number three above should be used.

TASKS: Encourage state institutions to establish and maintain professional librarian, library clerk and library technician positions. LSCA Title I or state program grants will be given only to those institution libraries administered by a librarian with a Master's degree in Library Science from a program accredited by the American Library Association.

TIME - continuous

Encourage state institutions to meet the personnel requirements stated in the standards listed herein.

TIME - continuous

SECTION XIV

LIBRARY SERVICES FOR THE PHYSICALLY HANDICAPPED

POLICY

A. *LSCA funds will be used to provide library services for "physically handicapped" persons who are certified by competent authority as unable to read or to use conventional printed materials as a result of physical limitations. The Library Services and Construction Act, Section 3(4) is the basis for this interpretation of eligibility. It includes, but is not limited to, people who are blind and have other visual disabilities. Such persons will be referred to in this section as having a "print-related disability."*

B. *For the population, the role of the Division of Library and Information Services, Bureau of Library Development, is to provide consulting services and LSCA funding targeted to assure access to Florida's public libraries and the Florida regional and subregional libraries of the Library of Congress National Library Service for the Blind and Physically Handicapped. The Division does not provide operational support for the day to day service program of these libraries.*

C. *The priorities for awarding LSCA funding in this category are listed below. They are equally weighted priorities.*

   1. *Local service for persons with a print related disability through subregional libraries operated by public libraries.*
   2. *Local service provided by the Regional Library for persons with a print related disability who live in counties not supported by a subregional library.*
   3. *Local service for persons with a print related disability through public libraries that are not served by a subregional library.*
   4. *Continued establishment of subregional libraries at public libraries serving counties where the number of eligible people with a print related disability warrants subregional level service.*

D. *LSCA funds in this category are awarded competitively at the amount of the floor year ($186,846). The Division can target a specific service or program for proposals.*

POLICY (continued)

E. *The types of projects funded in this category are:*

1. *Start-up of a new service;*
2. *Enhancement of existing service;*
3. *Model or pilot programs; and,*
4. *Joint projects that include several libraries.*

Projects that cannot be funded are:

1. *Basic service and operations; and,*
2. *Ongoing support after a service has been established with LSCA funds.*

F. *Project objectives and evaluation must address, as a minimum, the relevant performance criteria listed under the intermediate objectives in this section.*

6.0 SUBGOAL

The development within state institutions and public libraries of a variety of operational formats designed to increase use by public and special identifiable groups.

6.1 LONG-RANGE OBJECTIVE

To assist local libraries and the Division of Blind Services in establishing and maintaining quality public library service for Floridians who have a print related disability.

Assumption

- The Florida Network of the Library of Congress National Library Service program established to provide braille and audio recorded materials for people with print-related disabilities consists of one Regional Library and eleven subregional libraries.

  The Regional Library can directly serve all eligible individuals in Florida. Subregional libraries serve individuals who live in the geographic area of their parent public library.

- People with print-related disabilities can also use their local public library. The Americans with Disabilities Act (ADA) of 1990 supports the concept of integrated service provision in local libraries.

6.11 **IMMEDIATE OBJECTIVE:** ***To provide collections of informational, educational, and recreational materials in formats useable by individuals who have print-related disabilities, along with the equipment needed for use of such materials and adaptation of regular print materials.***

Assumption

- Library planners should communicate and cooperate with consumers, advocacy groups, and other service providers in planning and implementing library services for people with print-related disabilities.

- Quality service for people with print-related disabilities requires that staff, volunteers, governing bodies, and library support groups be educated and trained to provide service to people with print-related disabilities and to understand their library service needs.

- Service providers can use volunteers in the delivery of library service that is planned, evaluated, and managed by professional librarians.

- Services should be extended to individuals who are not library users or who cannot readily get to the library.

- Libraries should provide equipment to enable use of collections.

Performance Criteria

- Projects conducted by the Regional or subregional libraries will result in at least a 5% increase in registered readers.

- Projects emphasizing collection development will result in at least a 10% increase in the number of items at the library about or for people with print-related disabilities.

- Equipment that enables use of print materials or adapted materials will increase by 15% across all projects funded in this category.

- Project evaluations will demonstrate at least a 75% satisfaction rate by patrons served.

TASKS: The Division will:

Provide consultation on library materials and equipment that enable access for people with print-related disabilities.

TIME - continuous

Provide LSCA (Title I) or state program grants to public libraries.

TIME - proposals accepted annually

Review annual reports to assess progress towards objectives and use that information for awarding funds in the future.

TIME - annually

6.12 **IMMEDIATE OBJECTIVE:** ***To adapt library programs and information about those programs so they can be used by people with print-related disabilities.***

Assumption

- Informational material provided by libraries must be available in alternative formats.
- Children and adult group programs that involve the use of vision must be adapted to meet the needs of people with print-related disabilities.

Performance Criteria

- 100% of the materials used to advertise and inform the public about programs and services provided through LSCA projects will be available in formats accessible to people with print-related disabilities, as evidenced by copies of those materials attached to annual project reports.
- 100% of library programs supported with LSCA funds in this category will be adapted to meet the needs of individuals with print-related disabilities and methods of adaptation reported in the project annual report.

TASKS: The Division will:

Provide information and consultation on adapting programs and information materials.

TIME - ongoing

Provide LSCA (Title I) or state program grants.

TIME - proposals accepted annually

Review annual reports to assess progress towards objectives and use that information for awarding funds in the future.

TIME - annually

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SECTION XV

LIBRARY SERVICE TO ADULTS

POLICY

A. ***Preference for projects serving the elderly will be given to eligible applicants having an elderly population (aged 65 and older) which is equal to or greater than 20% of their total population.***

B. ***Library service to the adult new reader - Priority will be given to library administrative units with the highest percentage of adult functional illiteracy (20% and over).***

7.0 SUBGOAL

The development within state institutions and public libraries of a variety of operational formats designed to increase use by public and special identifiable groups.

7.1 LONG-RANGE OBJECTIVE

To provide a community-based program of library service for the elderly.

Assumption

- The "youth orientation" of our current society has created an aura of dismal despair and negativism toward the one process which all human beings mandatorily pursue: the process of growing old. As a result, myths about the elderly have become accepted as fact:

  * the elderly are mostly institutionalized, senile, or physically handicapped (when in fact only 5% of those over 65 require institutionalization);

  * because one reaches 65 and is required to retire from the work world, one is no longer of any value (when in fact the older worker has been proven statistically to be more dependable and experientially valuable than the younger worker);

  * after 65, a person isn't interested in becoming involved in current affairs (when in fact, this age group, with the increase in leisure time, is more interested and can be more actively involved than

those in the younger working age bracket whose waking time is consumed with career building and family responsibilities).

Such myths have robbed recent generations of their self-respect and dignity and relegated them to the wasteland of uselessness.

- Libraries can be a dynamic force in re-educating society and the elderly themselves to their value and capability for contribution and their maintenance of independence through providing more materials of special interest to the elderly, which includes materials that will help change distorted and sometimes threatening images of the elderly; designing new materials delivery systems; and providing knowledgeable personnel responsive to the special needs and problems of the elderly.

7.11 **INTERMEDIATE OBJECTIVE:** ***To motivate the elderly to use library services available to them.***

Assumption

- The elderly have characteristics of being an oppressed minority and of becoming more so. The elderly are discriminated against by forced retirement and low income, which in most cases cause a change in their lifestyle. Therefore, the elderly must be approached much as the culturally or economically disadvantaged. They must be motivated to use the informational, educational, and recreational opportunities available through the public library. This motivation is perhaps more important for the elderly than the culturally or economically disadvantaged because the latter group is being helped to develop alternative lifestyles through a knowledge of how to cope with their limitations and how to maintain their self-respect as independent contributing members of society.

7.111 **IMMEDIATE OBJECTIVE:** ***To identify and cooperate with various agencies, public and private, which are involved with services for the elderly.***

Assumption

- Numerous agencies, public and private, are providing services to the elderly. In order to effect a total service program for the elderly, all agencies involved in service programs should cooperate and coordinate efforts. Service programs may then prove to be more effective and efficient.

Criteria

- Number of social agencies with which library is engaged in cooperative activities. (Ideal = total number of social agencies serving the elderly in a given location)

TASK: Cooperation with agencies serving the elderly.

TIME - continuous

7.112 **IMMEDIATE OBJECTIVE:** ***To provide personnel in all levels of library service with knowledge and understanding of the elderly.***

Assumption

▸ Personnel who have knowledge and understanding of the needs and interests of the elderly should be provided to work with programs to serve the elderly. This personnel should include professional librarians and the elderly themselves. There should be at least one person involved in each project for the elderly who has the special knowledge of how best to serve the elderly. Special emphasis should be placed on assisting interested personnel in attaining knowledge and expertise through participation in formal and informal in-service training workshops and institutes on gerontology.

Criteria

- Number of libraries serving the elderly which have personnel working with the programs. (Ideal = one person per program)

TASK: Provide LSCA Title I or state program grants to public libraries which will assist in providing service to the elderly including professionals with understanding of the problems of the elderly and members of this age group themselves.

7.113 **IMMEDIATE OBJECTIVE:** ***To provide library materials especially suited to the needs and interests of the elderly.***

Assumption

▸ Because of physical disabilities such as loss of eyesight, loss of muscular coordination, etc., it is necessary to provide certain special materials in order to adequately serve the elderly. Many of the elderly require large-print materials, talking book machines and record disc cassettes, etc. Often audio-visual materials are preferable because some elderly find holding a book difficult.

- ▸ The subject materials supplied to the elderly may be wide in variety. Light or recreational materials on a variety of subjects is certain to be requested by the elderly library user. The kind of subjects provided for the elderly should be no different than those which are provided for the general public. Materials also need to be provided which will give elderly persons useful information appropriate to their lifestyles, such as social security information, health services available, consumer education, etc.

Criteria

- Percentage of user satisfaction with kinds of library material provided. (Ideal = 75%)
- Percentage of user satisfaction with subjects available in specialized formats especially suited for use by the elderly. (Ideal = 75%)
- Number of elderly using materials provided especially for them, as compared to the total elderly population in a given area. (Ideal = constant increase)

TASK: Make LSCA Title I or state program grants funds available annually to public libraries for providing materials especially suited to the elderly, such as large-print materials, audio-visual materials, etc.

7.114 **IMMEDIATE OBJECTIVE:** ***To develop library programs especially suited to the needs and interests of the elderly.***

Assumption

- ▸ Because of their lifestyles, elderly citizens have special needs and interests and any library program addressing itself to the elderly should consider this. Programs should be developed which will assist the elderly citizen adjust to a new way of life. There are changes due to retirement, smaller income, failing physical conditions, or the loss of independence which must be compensated for if they are to live satisfactory lives. Library programs, by providing information, education and entertainment, may assist the elderly in making this adjustment.

Criteria

- Percentage of user satisfaction with programs. (Ideal = 75%)
- Number of elderly participating in programs as compared to total elderly population in a given area. (Ideal = constant increase)
- Number of libraries in area of high elderly population concentrations which provide programs for the elderly. (Ideal = all libraries)
- Kinds of programs offered by each library.

TASK: Provide LSCA Title I or state program grants to public libraries to assist in providing programs aimed at the elderly, including recreational, educational and informational programs and those which promote intergenerational library contacts.

7.115 **IMMEDIATE OBJECTIVE:** ***To develop the means of making library service and materials accessible to the elderly.***

Assumption

► It is not always possible for the elderly to come to the library building. Therefore, it is necessary to take the services and materials of the library to the elderly where they are. The methods of doing this may vary: bookmobiles, vans, station wagons, home visitors, service to institutions with elderly residents, deposit collections, books by mail, etc.

Criteria

- Number of elderly in a given area receiving library services and materials as compared to the total population to be served. (Ideal = constant increase)
- Number of library programs outside of the library building. (Ideal = constant increase)

- Percentage of user satisfaction with the accessibility of library services and materials. (Ideal = 75%)

TASK: Provide LSCA Title I or state program grants to public libraries serving the elderly to make possible outreach efforts, such as service to shut-ins in nursing homes and private homes, etc.

7.116 **IMMEDIATE OBJECTIVE:** ***To involve libraries, as an initiatory agency, or as supplemental to local adult education***

Assumption

► Education for retirement will be more and more a necessity as the age level of our society continues its upward trend. Educational authorities are beginning to realize that education for the later years should begin early in life and continue as a part of a person's post-school, continuing education. Currently, for those adults who will be retiring in the next 10 to 20 years, or who face immediate mandatory retirement, the need to encourage them to plan for retirement is urgent. Libraries with their multiple resources can be a vital part of the pre-retirement educational effort, by making available materials for and about retirement, new careers available to retirees, planning economic security, and providing information on the meaning of aging, i.e., the psychological, physiological and sociological changes that necessitate a new lifestyle.

Criteria

- Number of libraries offering or supplementing programs in pre-retirement education. (Ideal = all libraries)
- Number of adults participating in pre-retirement programs as compared to total adult population of a given area. (Ideal = constant increase)
- User satisfaction with kinds of library materials provided. (Ideal = 75%)
- Quality of programs indicated by:
    - * number of programs

- scope of coverage of subject (Ideal = at least one program on each facet of pre-retirement education)
- qualifications of group leader of each program (Ideal = person with professional expertise for each program)
- attitudinal survey of program participants at end of program series to determine participant's attitude toward retirement (Ideal = 75% affirmative attitude)

TASKS: Provide LSCA Title I or state program grants to public libraries to assist in development and implementation of initiatory programs for pre-retirement education for adults.

Provide LSCA Title I or state program grants for the acquisition of pertinent materials for supporting programs in pre-retirement education for adults.

Cooperate with state and local adult education agencies involved in providing pre-retirement education programs.

Encourage agencies that employ older workers to initiate some kind of pre-retirement program using the library as a source of information.

TIME - continuous.

7.2 LONG-RANGE OBJECTIVE

To provide community-based programs of library services for adults interested in beginning their education, in learning English as a second language or in continuing their post-secondary or avocational education.

Assumption

- The "zero population" emphasis of the past few years is creating a society in which the percentage of adults to the total population is increasing. Coupled with the increase in the educational level, adults seeking new, non-traditional channels through which to pursue their continuing learning goals will be looking to the public library to implement the "people's university" concept. Libraries are the natural resource centers for this educational trend.

- Illiteracy is a continuing problem. It is estimated that of Florida's total population, over 1,000,000 adults age 25 and older are functionally illiterate, and over 250,000 do not speak English well or at all (e.g. unable to read well enough to cope with their basic life-sustaining informational needs). Libraries are the community agencies capable of assisting the adult educator by supplementing adult literacy programs, or where no organized program effort exists, capable of acting as a catalyst in developing programs for this handicapped segment of the adult population. This includes recruitment and training of volunteers to tutor adults in basic reading and in English as a second language.

7.21 **INTERMEDIATE OBJECTIVE:** ***To motivate the illiterate adult to use the library as a central information center to help in learning to cope with the basic problems of life.***

Assumption

- A person's ability to read is critically essential to insure self-sufficiency and productivity as a member of society, and to maintain a feeling of personal dignity and worth. Libraries, with their multiple media resources, must involve themselves in developing supplemental or initiatory programs of library services to those adults voluntarily taking their first big step toward literacy.

- Information and referral services are necessary to provide the adult new reader with information related to basic needs and to assist him in locating the community agencies that can help him.

7.211 **IMMEDIATE OBJECTIVE:** ***To develop information and referral services in local libraries through the gathering, organization and maintenance of information on agencies and groups that could be of service to illiterate adults.***

Assumption

- Of all the people in a community, the illiterate adult is the most handicapped in determining those agencies or groups that can help meet basic survival needs. Libraries should offer as much help as possible, through maintaining referral information for use by library personnel, agency personnel and citizens working with adult illiterates, i.e., Laubach and Literacy Volunteers of America tutors.

Criteria

- Number of community agencies or groups in the community identified as working in the various coping skill areas needed by the illiterate adult. (Ideal = 100%)

- Number of persons utilizing the information and referral service. (Ideal = constant increase)

TASK: Assist libraries in developing information and referral services in local libraries by providing information on literacy service agencies.

TIME - continuous

7.212 **IMMEDIATE OBJECTIVE:** ***To provide materials to stimulate reading skills.***

To provide materials in a variety of formats (the book not necessarily being predominant), such as films, records, posters, pictures, pamphlets, periodicals, paperbacks, ephemeral types of materials, cassette/book kits, word games, computer software, etc.

To provide materials of cultural interest - including materials in the predominant language, e.g., Spanish, Vietnamese, etc.

To provide materials in the subject areas of the coping skills, utilizing the coping skills list developed by the Appalachian Adult Education Center as a guide.

Assumption

- The special interests and needs and the expressed concerns of this adult group should be the focal point for a collection of materials. Cooperation between the librarian, the adult basic education teacher and the adult volunteer tutor in evaluating materials is of the utmost importance, since adults are so very divergent in their backgrounds, interests, aspirations and psychological makeup. Material that is popular in one area may not be at all acceptable in another. The workbook format of many of the reading materials for grades 1-4 should not preclude its inclusion in the collection.

- Materials to stimulate reading skills must speak of the situation of the person involved, must not be condescending, should be interesting or useful, such as: job materials, application forms, how-to-materials, government materials explaining benefits for which population is eligible, ethnic newspapers, large-print well read books, swiftly paced action-oriented fiction. They should be selected with several groups in mind: beginning adult readers, non-English speaking adults, undereducated adults, in all cases being particularly cognizant of content and style. Adult basic education teachers and volunteer tutors should be involved in an advisory capacity in materials evaluation and selection.

Criteria

- Percentage of inclusion of different kinds of materials useful in serving the adult illiterate. (Ideal = 100%)
- Circulation figures for various formats of materials as an indication of usefulness and also of satisfaction for the patron.
- User satisfaction with type of materials available. (Ideal = 75%)
- Referral of students by adult basic education teachers to library for materials. (Ideal = constant increase)
- ABE teachers' and adult volunteer tutors' satisfaction with materials. (Ideal = 75% satisfaction)

TASK: As stated in the above objectives.

TIME - continuous

7.213 **IMMEDIATE OBJECTIVE:** ***To provide in each library administrative unit having an adult functional illiteracy rate of 20% or more, one staff member skilled in literacy program management, including but not limited to: recruitment, training, placement, publicity, testing, fundraising, evaluation, materials selection, and recordkeeping.***

To provide in each library administrative unit having an adult functional illiteracy rate of 20% or more one staff member who has experience and training in adult teaching methods, including but not limited to one-on-one instruction, computer - assisted literacy instruction, and small group instruction; who is aware of the

psychological and social problems of adults beginning their schooling; and who has knowledge of guidance and counseling techniques.

To encourage the delegation to one staff member the responsibility for library service "Outreach" programs, and for local cooperative agency coordination.

To assist library directors in the encouragement of staff to take course work in reading techniques, testing, guidance and counseling procedures, adult psychology, and other related adult education courses, either in a formalized setting, or through institutes and workshops.

To identify means by which library school advanced study curriculum requirements can be made to include instruction in the techniques of guidance and counseling, and other adult education courses that would better prepare the graduate for more active involvement in specialized outreach areas of librarianship.

Assumption

- Personnel working with the new adult reader need skills that at the present time are not taught in library school, such as knowledge and understanding of the many personal problems, particularly psychological barriers, an adult faces in beginning basic education; materials selection for the illiterate adult in a variety of formats including software; techniques of teaching reading; knowledge and understanding of the societal pressures on the new adult reader; skills in guidance and counseling procedures; and the ability to establish local interagency cooperative efforts.

Criteria

- Number of priority areas having personnel working with the new adult reader. (Ideal = 100%)
- Number of personnel in each area with specified skills.
- In-service training for work with disadvantaged (the number of workshops, release time courses or comparable activity).
- Number of social agencies with which library is engaged in cooperative activities. (Ideal = the total number of social agencies serving the disadvantaged in a given location)

TASK: Provision of LSCA Title I or state program grants to enable public libraries to offer programs to the adult new reader.

TIME - continuous

7.22 **INTERMEDIATE OBJECTIVE:** ***To instigate, support and cooperate with other agencies providing programs which will increase and improve literacy: tutorial groups, one-to-one reading methods, classes in reading, and other types of programming to meet specified needs.***

To provide programs for adults which would meet community needs as well as an individual's search for information, such as information on city planning and zoning, school board activities, Social Security, Medicare, job opportunities, tax services and help in filling out forms.

To devise methods of explaining the organization of the library, the function of the reference room, the catalog system, the services available (general how-to-use-the-library information).

To provide cultural programs based on the needs of the indigenous population; i.e., Spanish-English, etc.

Assumption

- The library, as the information center of the community, must be in the forefront of a community program development, cooperating with all local agencies serving the community, particularly those serving the adult illiterate. The library should provide programs of information, recreation, cultural heritage, personal problem solving (coping skill use), etc., within the library or outside in the community. Programs that will give the adult illiterate a sense of personal worth, an incentive to continue with his learning experience, and enjoyment in the learning process are part of the library's provision of information responsibility as the local agency dedicated to the right and to the ideal that people have the right to know, to determine their own life goals, and the right to develop and expand their own culture.

Criteria

- Number and type of activities jointly sponsored by the library and other social agencies as an indication of cooperative effort.

- Percentage of user satisfaction with programs for adults learning to read. (Ideal=75%)

- Types of programs in each of the above categories as a measure of quality.

- Percentage of effectiveness of activities which help explain the services of the library. (Ideal = 100%)

- Attendance figures at programs in comparison with total population served. (Ideal = constant increase)

- Measurement of circulation figures after subject-oriented programs. (Ideal = constant increase)

- Measurement of increase/decrease in service function (such as reference, reserve books, use of special collections) as time progresses. (Ideal = increase in service function)

TASK: Provision of LSCA Title I or state program grants to enable public libraries to offer programs to the adult new reader.

TIME - continuous

7.23 **INTERMEDIATE OBJECTIVE:** ***To provide accessibility to relevant library services, programs and materials for adults.***

Assumption

- A literacy program in a library environment provides an excellent alternative way for learning to take place outside of the school setting. It is less formal; has no required preregistration qualifications; is not a structured adaptation of the educational system; is often less threatening than the formal school environment; offers a choice of hours and places to learn; is more community-oriented; is often closer to the geographic area of home and work; and students can progress at their own pace rather than the pace of others or the teacher.

- The public library must continue to take the initiative to make library services even more accessible to adult learners by offering continuous staff sensitivity training and by taking literacy services to as many alternative community locations as possible in order to make adults feel as comfortable as possible both physically and psychologically (e.g. housing complexes, churches, community branches, hospitals, community centers, local businesses).

7.231 **IMMEDIATE OBJECTIVE:** ***To provide a mechanism for ongoing staff awareness and sensitivity training to be able to recognize and respond appropriately to illiterate adults.***

To provide physical facilities that are comfortable, inviting and convenient, not necessarily a library building.

To physically move library programs, services and materials into the community, (e.g. deposit loan collections in nursing homes, adult basic education centers, high-rise low income living centers, local jails and detention centers, mobile library and van service to mobile home communities, nursing homes, adult education centers, etc.)

To provide flexibility in hours of service and rules, i.e., registration, circulation, overdue fines, lost materials, etc.

To arrange and group materials to meet specific interests and needs of patrons, i.e., interfiling adult and juvenile nonfiction for use by the illiterate adult; special collection of adult basic education materials with suitable work area facilities for making TV, radio, and computers accessible as learning tools; areas for the independent learner, etc.

To provide information about relevant and available library materials and services to people working with special groups of adults.

Assumption

- Libraries tend to think only in terms of bringing people into the library when they plan their programs and services. Many adults find the atmosphere of the library another example of rules, regulations and an institutionalized atmosphere. If the library is to encourage and stimulate the adult to begin or continue the educational experience, it must provide a relaxed, pleasant environment within the community, as well as within the library. The goal should be to bring library services and programs to the people, rather than so much emphasis on bringing people into the library, on the assumption that in doing the former, the latter will ensue.

Criteria

- Circulation of deposit collections and mobile library service to special clientele locations. (Ideal = constant increase)
- Attendance at programs conducted out in the community. (Ideal = constant increase)
- Attendance at programs in library. (Ideal = constant increase)
- Daily usage of library facility as compared to total population to be served. (Ideal = constant increase)
- Usage of special interest collections in the library. (Ideal = constant increase)
- Number of hours, time of day, and particular days of week library is open.
- Time of service of mobile library or van at special clientele locations. (Ideal = 100% of the time when adult classes are being conducted)
- Usage of library by other agencies working with adults. (Ideal = =constant increase)
- User satisfaction with library environment, within library and in community locations. (Ideal = 75% satisfied)
- Usage of "special service" areas of library by target groups. (Ideal = constant increase)
- User satisfaction with special interest materials. (Ideal = 75% satisfied)

TASKS: Modification of existing facilities and collection arrangement to provide a maximum accessibility to materials for special clientele.

Provision of mobile library or van delivery services to special clientele locations and target population areas.

Modification of scheduling of staff at all service outlets to provide maximum hours of service to render accessibility to materials, services and programs.

Time - continuous

7.24 **INTERMEDIATE OBJECTIVE:** ***To provide a public relations program to inform the community of the library's special services for the adult learner.***

Assumption

- The current image of the public library as a recreational reading institution, used predominantly by children and non-working women, is evidenced by the fact that few adult educators think of the public library as one of their most important educational resources. The lack of communication and cooperative efforts between those involved in adult education and the local librarian can be overcome through a well planned public relations program utilizing a personal contact and all local media. Such a program will also inform the independent learner of the multimedia information center available to him locally.

7.241 **IMMEDIATE OBJECTIVE:** ***To develop a total public relations program aimed at the adult independent learner.***

Assumption

- Planning for a public relations program is essential if the library is to realize its potential as the logical resource center for the education of adults. It is important that educational agencies in the community be involved in the cooperative educational effort. From past library publicity experience, the most effective channels for developing this cooperation are on the personal level, with supplementary publicity efforts through the various forms of the new media. Libraries must implement an energetic public relations program, internal and external, in order to shatter the "invisible institution" mantle in which they are presently enshrouded, and assert themselves as the resource focal point for adult education.

Criteria

As a measure of public relations effectiveness:

- Increased use of total services. (Ideal = constant increase)

- Increased use of special interest collections and study facilities.
  (Ideal = constant increase)

- Number of students referred to library by educational agencies.
  (Ideal = constant increase)

- Number of persons using library facilities and materials indicated by spot check of users to determine how they learned of library services.
  (Ideal = constant increase)

- Number of target area groups using the library. (Ideal = constant increase)

- Number of requests for talks or programs by community agencies. (Ideal = constant increase)

- Number of special interest group meetings attended by library personnel representing the library.

TASKS: Staff participation in planning, materials selection, etc.

Publicity involving the use of publicity calendar to time release dates for:

A. Media, including TV, radio and newspapers (dailies, weeklies, shoppers guides, etc.)

B. Flyers, brochures, bibliographies, etc. for subject areas and programs:

   - produced by the library
   - produced by independent study programs, i.e., CLEP, etc.
   - produced by schools, public and private

C. Displays

Personal contacts of library personnel with:

A. Adult Basic Education teachers and volunteer tutors: cooperating in materials selection and evaluation

B. Academic faculty personnel working with independent learning programs: to cooperate in the development of study guides/reading lists of subject areas.

C. Visits to classes: i.e., ABE, family service, agricultural extension, recreation department, etc.

D. Talks to civic, social welfare agency, social and professional group meetings, etc.

TIME - continuous

ALTERNATIVE

The alternative to a full scale service to the illiterate adult and functionally illiterate adult and to the adult independent learner is to cooperate to the extent possible with formal programs being carried on by other agencies serving the target groups. Cooperation could be limited to simply providing a meeting room for all classes or could include an information service, some materials provision or other aspects of the complete program described in the above objectives and tasks.

7.3 LONG-RANGE OBJECTIVE

To provide a community-based program of library service for those adults with developmental disabilities. Definition: "developmental disability" means a disability which: (1) is attributable to (a) mental retardation, cerebral palsy, or epilepsy; or (b) is attributable to other neurological conditions found to be closely related to mental retardation or to require treatment similar to that required for mentally retarded individuals: (2) originated before the individual attained age 18 or has continued or can be expected to continue indefinitely; and (3) constitutes a substantial handicap to the individual. (Long-Range Plan, Division of Retardation, Department of Health and Rehabilitative Services, State of Florida).

Assumption

- The community public library, with its multiple resources, its capability for programming and for individualized personal assistance, can be of great value in providing materials of an instructional nature, and recreational resources for leisure time enjoyment to persons with developmental disabilities. To effectively do this, libraries must begin identifying materials and programs of special interest to people in this group, and at the level of comprehension required by the adults involved. They must begin developing flexible service patterns that will bring the resources and the patron together with the least possible constraints and they must begin to train personnel to provide the important individual attention required by these patrons: personnel with the knowledge and understanding of the special problems and needs of these adults, particularly of the mentally retarded. Libraries must also initiate cooperative projects with agencies now working with the developmentally disabled adult.

7.31 **INTERMEDIATE OBJECTIVE**: ***Motivate the adult with development disabilities to use the library service available to him.***

Assumption

- People in this disability grouping will range in reading and understanding capabilities from the low I.Q. (mentally retarded persons) to the high I.Q. (some persons with cerebral palsy and epilepsy). Therefore, the range will cover the usual spectrum of library materials, from easy-to-read books (picture books, low vocabulary-high interest, etc.) to college level reading materials.

- Of this group, the one population that will require the most specialized services will be the mentally retarded. The identification of resources and programming formats that will be of value to the mentally retarded will take the greatest consideration in terms of time, knowledgeability, and service. The cooperation of personnel from this group with specialized needs should be considered a prime requisite to the planning of in-library and outreach programs. The motivation to use the library services available can be further stimulated by this group of experts.

7.311 **IMMEDIATE OBJECTIVE**: ***To identify and cooperate on the state and local levels with hose agencies working with adults possessing developmental disabilities.***

Assumption

- Those agencies working with this disabled population, such as area Sunland Training Centers for the Retardation of the State Department of Health and Rehabilitative Services, local mental health agencies, and other local private agencies must be identified and contacted as a first step to providing the library service segment of a total community service program for developmentally disabled adults in the community.

Criteria

- Identification of public and private agencies serving the developmentally disabled adult.

- Number of agencies with which the library is engaged in cooperative agencies. (Ideal = total number of social agencies serving the developmentally disabled adult in a given location)

- Number of referrals by local agencies of developmentally disabled adults to the library for service and programs. (Ideal = constant increase)

- Number of educational programs for library personnel conducted by agency personnel as in-service training to promote library personnel's understanding of needs and problems of special clientele, as an indication of cooperation.

TASK: As stated in the objective

TIME - continuous

7.312 **IMMEDIATE OBJECTIVE:** ***To provide personnel in all libraries with a knowledge and understanding of the needs and problems of the adult with developmental disabilities.***

Assumption

▸ The library with its scope of resources is the one community agency capable of providing materials to assist the developmentally disabled. However, because this is a new area of service, particularly the service to the mentally retarded, interagency cooperation is a necessity in determining the types of materials that could be of the most value to this group of adults. Audio-visual materials should be of particular importance.

Criteria

- Number of developmentally disabled using the materials provided for them as compared to the total developmentally disabled population in a given area. (Ideal = constant increase)

- Number of personnel of agencies working with the developmentally disabled using the library's materials in their professional work. (Ideal = increase)

TASK: Identify and locate materials particularly suited to the needs of the developmentally disabled.

Cooperate with other agencies in developing and identifying materials to be used with the developmentally disabled, especially with the mentally retarded.

Provide LSCA Title I or state program grants to public libraries for the provision of materials especially suited to the needs of the developmentally disabled.

TIME - continuous

7.313 **IMMEDIATE OBJECTIVE:** ***To identify and provide programs especially suited to the needs and interests of the developmentally disabled, especially the mentally retarded.***

Assumption

- With the deinstitutionalization trend apparent in communities, the public library must provide programming for the developmentally disabled within the community. Programming, whether it be of a recreational or educational nature, must be structured to provide the developmentally disabled adult with a feeling of self-sufficiency and self-esteem. Local agency personnel now working with this group of adults, such as the Sunland Training Center Library personnel, can be of great assistance in the identification of programs suitable to the comprehension levels of the developmentally disabled adult.

Criteria

- Number of developmentally disabled adults participating in programs as compared to the total developmentally disabled adult population in a given area. (Ideal = constant increase)
- Number of libraries in an area of high developmentally disabled adult populations providing programs for this special group. (Ideal = all libraries)
- Kinds and number of programs offered by each library.

TASK: Provide LSCA Title I or state program grants to public libraries to assist them in providing programs especially tailored for the developmentally disabled adult, including recreational, educational, and informational programs.

TIME - continuous

7.314 **IMMEDIATE OBJECTIVE:** ***To develop delivery systems that will make library services and materials accessible to the developmentally disabled adult.***

Assumption

- Many developmentally disabled adults are also physically handicapped and are confined to group homes, foster homes, nursing homes, and their family homes. Therefore, it is necessary to take the services and the programs to them where they are. The methods of accomplishing this may vary. Bookmobiles, vans, station wagons, home visitors, deposit stations in nursing and group homes, and books-by-mail should be considered as alternatives to in-library service and programming.

Criteria

- Number of developmentally disabled adults receiving library services as compared to the total developmentally disabled adult population. (Ideal = constant increase)
- Number of library programs given outside the library as an indication of quality of service.
- Percentage of congregate living facilities utilizing library materials and programs in a given area. (Ideal = all congregate living facilities)

TASK: Provide LSCA Title I or state program grants to public libraries to make possible outreach services to developmentally disabled adults wherever they may be.

TIME - continuous

7.315 **IMMEDIATE OBJECTIVE:** ***To disseminate information about available library programs and services to agencies and to other adults working with developmentally disabled adults in the community.***

To assist in the dissemination of information to the general public about the needs and problems of developmentally disabled adults.

Assumption

- Any new library service program must be publicized to be utilized and to be effective, especially in an area of service that has never been attempted before. This segment of local population deserves library service as does any other. The existence of this specialized service must be made known to the agencies working with them.
- Also, public libraries can be of much help to the deinstitutionalization effort by informing the general public about the value and worth of the disabled adult; about the problems and needs of the adult handicapped by disabilities who is working to assume a place in community society. Hopefully, with such knowledge will come societal understanding, and the acceptance of this adult as a contributing part of the adult community, whatever may be the person's capabilities.

Criteria

As an indication of publicity effectiveness:

- Number of developmentally disabled adults using library services.
  (Ideal = constant increase)
- Number of developmentally disabled adults participating in library program. (Ideal = constant increase)
- Number of requests for library service and programs by personnel of local agencies working with developmentally disabled adults. (Ideal = constant increase)

TASKS: Develop a publicity campaign using all forms of the media: i.e., radio, television, newspapers, shopper's guides, etc.

Contact local agencies personally with information about services and programs.

Develop brochures describing library services and programs to this special clientele.

Develop brochures in cooperation with local agencies about the needs, problems and capabilities, and services available for the developmentally disabled adult.

Develop, in cooperation with local agencies, a distribution schedule for the brochures within the community.

TIME - continuous

SECTION XVI

LIBRARY SERVICE TO YOUTH

8.0 SUBGOAL

The development within state institutions and public libraries of a variety of operational formats designed to increase library use by public and special identifiable groups.

8.1 LONG-RANGE OBJECTIVE

To achieve quality level public library service for children and young adults of all backgrounds and abilities throughout the state in all outlets of every library.

Assumption

- Professional librarians with a specialized interest in children's and young adult services should be assigned to work with these age groups.
- Collections must be established to include a wide range of materials, both print and non-print, in order to present information in as much depth as possible, from all points of view, for all ability levels.
- Information and materials should be actively disseminated by means of programming, aggressive public relations, and outreach services.
- Services should be completely accessible to all segments of this population, e.g., handicapped, homebound, and rurally isolated persons.

8.11 **INTERMEDIATE OBJECTIVE:** ***To encourage every public library to have a children's specialist and a young adults specialist in charge of the respective departments.***

Assumption

- Every public library should have at least one professional staff member whose sole responsibility is service to children and young adults. The specialist's expertise is essential in material selection and program planning and in understanding the special needs and interests of this age group.

8.111 **IMMEDIATE OBJECTIVE:** ***To conduct workshops and in-service training on all phases of quality library services and development for children and young adults.***

Assumption

- ▸ It is effective and efficient for the Division of Library and Information Services to provide workshops and in-service training on a state level and to assist local librarians on problems and programs common to all.
- ▸ The majority of librarians assigned to the children and young adult departments in the public library have not had sufficient training to qualify them as specialists. Therefore, workshops and in-service training may assist in overcoming inadequacies.

Criteria

- Effectiveness as measured by percentage of youth service librarians participating in workshops and/or in-service training annually. (Ideal = 80%)
- User satisfaction as measured by increase in use of the services. (Ideal = constant increase)
- Increased use of segments of service receiving emphasis or particular attention at workshops and in-service training. (Ideal = constant increase)

TASK: Conduct annual workshops and/or in-service training on various phases of service to children and young adults.

TIME - continuous

8.112 **IMMEDIATE OBJECTIVE:** ***To promote cooperation with other educational and social agencies working with children and young adults for the purpose of making youth services more effective throughout the state.***

Assumption

- ▸ Libraries should work in cooperation with public and private agencies also serving children and young adults. The programs and services which result from cooperation should be more effective and efficient. Cooperation should also assure that the total needs of youth will be served.

- ▸ Libraries should utilize the human resources of their community, including senior citizens, families and individuals to provide programs and services to combat illiteracy.

Criteria

- Identification of social agencies providing services to youth.
- Number of social agencies with which the library is engaged in cooperative activities. (Ideal = total number of social agencies serving youth in a given location)
- Effectiveness of cooperative activities as measured by percentage of user satisfaction. (Ideal = 75%)

TASKS: Promote cooperative efforts of serving children and young adults utilizing the intergenerational human resources of the community.

Promote cooperative efforts of serving children and young adults between libraries and public and private agencies.

TIME - continuous

8.113 **IMMEDIATE OBJECTIVE:** ***To assist in establishing and expanding up-to-date collections of print and non-print materials.***

Assumption

- ▸ Children and young adults will use both print and non-print materials readily. Materials should be selected without prejudice or bias and should represent differing points of view in all subjects. Materials should be selected at various levels and in whatever formats are appropriate.

Criteria

- Percentage of user satisfaction with youth collection in a given library. (Ideal = 75%)

- Expenditure of the total materials budget for youth collection. (Ideal = an average of 33%, dependent upon community need)

- Effectiveness measured by volumes per capita of youth. (Ideal = 2 volumes per capita)

TASK: To provide guidance from consultants of the Division of Library and Information Services on building collections of library materials for youth.

8.114 **IMMEDIATE OBJECTIVE:** ***To promote library programs to meet the needs and interests of children and young adults.***

Assumption

- Libraries should provide program activities which will stimulate, educate and entertain children and young adults, all of which can be age specific or intergenerational. Library programs for youth may take many forms, a few of which are story hours, film programs, record sessions, discussion groups, summer reading programs, art contests, and poetry contests. Programs should be offered in the least restrictive environment as possible with no barriers to educationally and physically challenged children.

Criteria

- Percentage of participant satisfaction with library programs for youth in a given library. (Ideal = 75%)

- Types of library programs offered for youth annually.

- Effectiveness measured by attendance at library programs. (Ideal = constant increase)

TASK: Provide statewide library programs for youth annually.

8.115 **IMMEDIATE OBJECTIVES:** ***To insure complete accessibility to library service and materials.***

Assumption

- There are those who, because of poverty, ethnic background, physical or mental impairments, or distance from a library facility, do not have access to the full range of library services, but have a right to and would benefit from the information and stimulation such services could provide. Accessibility would include services and programs to child care centers; outreach collections; programs, materials and physical facilities designed to assist those with physical disabilities; foreign language collections; and use of interlibrary loan facilities.

- Licensed child care facilities are a natural point of contact for providing outreach services. Due to restrictions placed upon these agencies for transporting children, these children, regardless of their socioeconomic status, do not have equal access to transportation. Outreach programs to licensed day care facilities will provide such access.

Criteria

- Identification of groups who do not have full access and initiation of services to meet need. (Ideal = full access to total population)
- Percentage of user satisfaction with services offered. (Ideal = 75%)
- Percentage of increase in library use by formerly unserved population. (Ratio consistent with those who formerly had full access.

TASK: Make available funding for initiating and improving programs and services; and provide guidance from consultants of the Division of Library and Information Services on kinds of materials, equipment, methods of programming, and modes of service which would increase accessibility.

SECTION XVII

COMMUNITY INFORMATION AND REFERRAL

DEFINITION

Community Information and Referral Service is the active process of linking people with needs to resources (agencies, programs, people, institutions) that can handle those needs. This can be accomplished by designating a center or area for posting and distribution of community information, by compiling a community services directory, creating a database of community resources and information, and by providing the link between the individual and the service provider through referral.

9.0 SUBGOAL

The development within state institutions and public libraries of a variety of operational formats designed to increase library use by public and special identifiable groups.

9.1 LONG-RANGE OBJECTIVE

To establish libraries as a point of access for information about services available in their communities through the provision of a generic information and referral service staffed by public library personnel.

9.11 **INTERMEDIATE OBJECTIVE:** ***To establish, maintain and promote comprehensive community information and referral services as a regular library service to provide citizens with information on human services, educational opportunities, community activities and events, government services and planning, handicapped facilities, literacy programs, and other information.***

Assumption

- The library's primary mission is to collect, organize, and disseminate information. The provision of referral services is a logical extension of the library's information provision function. Analysis of the use of community information files and referral services can assist local governments to plan for community services by defining areas of need within the community.

TASK: Provide LSCA, Library Services (Title I) or state program grants to assist libraries in establishing library-based referral services linking community residents and services.

TIME - continuous

9.113 **IMMEDIATE OBJECTIVE:** ***To compile, make available, and update a directory and/or database or listing of human services available in the community.***

TASK: Provide LSCA, Library Services (Title I) or state program grants to assist libraries desiring to develop such directories or lists for their clienteles.

TIME - continuous

9.114 **IMMEDIATE OBJECTIVE:** ***To identify and/or to provide training workshops in areas of concern in the provision of community information and referral services to staff which will implement the service.***

Assumption

▸ The community information and referral service transaction with the user consists of effective listening and skillful interviewing to define questions or problems clearly, responding to the question or problems correctly and appropriately, and, where needed, making contact to facilitate service provision.

Criteria

- Number of persons receiving training in this area
- Number of training sessions offered in this area
- Content of training, including: human behavior communication, reference interview techniques, data collection, file maintenance, local goals and objectives

TASK: Identify and/or provide workshops to train librarians in skills identified above.

9.12 **INTERMEDIATE OBJECTIVE:** ***To insure that the public is aware of the full range of information and community services available and the means by which they can be obtained.***

Assumption

- Information and services developed for community residents will be useful only if potential users are aware of them.

9.121 **IMMEDIATE OBJECTIVE:** ***To promote the library as a place for community information and referral services.***

Assumption

- Information and services are not always apparent to those in need of them. Often services are unused because potential users are not aware of their existence and have no ready means of finding out about them. The library is a logical point of contact for connecting people in need with the services and information which can help them. The library must promote its services in order to reach those who need them. Librarians must take the initiative to publicize these services to the community, especially potential users from special clientele groups.

TASK: Develop and support efforts at the national, state, and local level which promote the image of the library as a place for community information and referral services.

9.2 LONG RANGE OBJECTIVE

To establish public libraries as an access points for information on current and timely topics.

9.21 **INTERMEDIATE OBJECTIVE:** ***The library will serve as a community resource for materials and programs to meet the informational needs of the community.***

9.210 **IMMEDIATE OBJECTIVE:** ***To establish and maintain collections of educational materials and to conduct community-wide informational programs on the prevention and elimination of drug abuse, in cooperation with other local organizations and agencies.***

TASK: Make LSCA or state program grants available for libraries to develop collections and programs that provide information on preventing and eliminating drug abuse.

SECTION XVIII

LIBRARY DEMONSTRATION PROJECTS

POLICY

A. ***Demonstration projects will be funded for no more than two (2) years.***

B. ***A detailed report of the results, methods, and techniques used in a demonstration will be submitted to the Division of Library and Information Services at the completion of a demonstration.***

C. ***Priority will be given to libraries with resource capabilities adequate to sustain or absorb successful demonstrations after implementation or to those which have potential for application statewide or would develop new and innovative techniques.***

10.0 SUBGOAL

The development within state institutions and public libraries of a variety of operational formats designed to maximize achievement of public and institutional library goals and objectives.

10.1 LONG-RANGE OBJECTIVES

To develop the most effective and efficient means of giving quality library service.

Assumption

- If the library is to remain a viable social agent, it is necessary to constantly develop and improve its services.

10.11 **INTERMEDIATE OBJECTIVES**: ***To promote statewide application of new techniques and methods of providing library service which have proven effective and efficient in demonstration.***

Assumption

- When a particular technique or method proves to be more effective and/or efficient than current practices, then this method or technique should be promoted in libraries throughout Florida, where applicable.

10.111 **IMMEDIATE OBJECTIVE:** ***To research and develop new and innovative techniques and/or methods of giving library service through demonstration or pilot projects.***

Assumption

- When a new or innovative method, procedure, or technique comes to the attention of the profession, it may be best to research and develop the method, procedure or technique in a demonstration or pilot project. This would allow an innovation to be tested and evaluated before much time and money is invested. After implementation, testing, and evaluation, successful innovations may be implemented elsewhere; non-successful innovations may lead to alternative approaches or simply be discarded.

Criteria

- Number of innovative or new methods or techniques researched and developed.
- Proof of effectiveness of each innovative project.
- Proof of efficiency of each innovative project.
- Number and type of users who would benefit from each innovative project.

TASK: Provide Library Services and Construction Act (LSCA) Title I or state program grants for demonstration of new methods or techniques of giving library service which will be beneficial to a number of libraries within the state.

TIME - continuous

ALTERNATIVE

An alternative to promoting actual research and development within Florida might be to use available information provided by other states and agencies in determining new methods and procedures to apply to libraries in the state.

Actual demonstration within Florida assures that results will be tested and re-evaluated with the needs of our own users in mind.

Given sufficient funding, research, and development of a particular innovation may be done in more than one location within the state, thus producing even more reliable results.

SECTION XIX

CONTINUING EDUCATION

POLICY

Professional Training Grant

A. *Candidates for Professional Training grants must be employed and sponsored by public and institution libraries must eligible to participate in another state or federal grant program administered by the Division of Library and Information Services.*

B. *Sponsoring libraries must provide reasonable or good faith assurance that they will provide a professional employment to candidates upon completion of the degree.*

C. *The candidate for a Professional Training Grant must hold the Bachelor's Degree from an accredited college or university. The candidate must also be accepted into and attend a program in Florida that is accredited by the American Library Association.*

D. *Amount of Grant: A Professional Training Grant will be given in the amount of $7,500 for one year. The $7,500 grant may be divided into a three-year period when the applicant is in school and/or at work for the sponsoring library.*

Partial grants will be prorated on a hourly basis for those candidates who have already completed course work toward their degree. The proration will be based on the number of hours completed prior to the fall term following submission of the grant application. The basic $7,500 grant award is divided by the total number of hours in the particular institution's degree program. This amount is multiplied times the number of hours projected remaining to be begun by the applicant as of the fall term following their application.

E. *The recipient of a Professional Training Grant will be obligated to the program for a minimum of three years. This includes the time period spent in school plus two years working in the library which sponsored the candidate.*

If the library is not able to continue to employ the candidate, then the candidate, with the aid of the Division, must seek employment in another Florida public or state institution library. The sponsoring library must then negotiate a satisfactory conclusion to its agreement with the Division of Library and Information Services.

F. *There is a three-year limitation on obtaining the degree and on funding.*

POLICY (Continued)

Continuing Education Grants

A. ***The Division of Library and Information Services will provide information concerning institutes, workshops, and formal courses available for staff improvement in Florida public, state institution, and other types of libraries.***

B. ***Public libraries and state institutions may request continuing library education training programs and/or materials of the Division of Library and Information Services. The Division will devise and administer in-service training on new and innovative methods of operation, programming training may be performed by the Bureau of Library Development or its designated person or group.***

C. ***The Division of Library and Information Services will make available Continuing Education Grants for librarians in state institutions, public libraries, and in the Division to attend workshops, conferences, and institutes that provide continuing education in librarianship.***

Teams of two professional librarians may participate in continuing education events, workshops, or institutes. Upon their return, participants will conduct follow-up continuing education activities to replicate or otherwise transfer the training received to their colleagues, thus multiplying the benefit received by the citizens of Florida.

Professional librarians of the Florida Departments of Education and Health and Rehabilitative Services institutions may participate in continuing education events, workshops, or institutes to improve their capacity to provide better services to their clientele.

PROCEDURES

A. Application for Professional Training and Continuing Education grants will be made to the Division of Library and Information Services.

B. Local matching funds are not required for Professional Training or Continuing Education grants.

C. Libraries eligible to participate in the Professional Training Grant program will receive information concerning this program.

11.0 SUBGOAL

The provision of qualified personnel in all public and state institution libraries in Florida.

11.1 LONG-RANGE OBJECTIVE

To provide the number of professional librarians and supportive staff that the Standards and Guidelines for Florida Public Library Services recommends to meet the needs of the general public and to provide the professional and supportive staff to meet the needs of the institutionalized residents of the state.

Assumption

- The effective delivery of library service is determined to a great extent by the number of qualified personnel providing the service. It is necessary to have trained professional librarians in state institutions and public libraries who will use their expertise in identifying the needs of the residents of Florida and determining how these needs can be met. In addition, the support staff of any library must be capable and competent in assisting the professional librarians in performing needed services.

- Standards and Guidelines for Florida Public Library Service recommends that a library's staff size be based on the population of the community served. The guideline is no less than one full-time professional staff member for 5,000 inhabitants. All libraries serving a population of 5,000 or more shall be administered by a librarian who has earned a master's degree from an ALA accredited graduate library education program. The personnel ratio should be three support staff for each professional. The ratio of professional staff changes as the population served increases.

- Standards for institution libraries recommend the staff size of a library be based on both the population and the nature of the institutional community served. In all institutions, there should be one professional librarian and sufficient supportive staff for the size of the institution served. Supportive staff should include both library clerks and library technicians. Standards indicate a minimum of one librarian, clerk, and technical assistant for the first 200-300 residents and one additional clerk for every additional 500 residents.

11.11 **INTERMEDIATE OBJECTIVE:** ***To coordinate on the state level efforts to achieve standards for personnel in Florida state institutions and public libraries.***

Assumption

- ▸ State level coordination of human resources development would provide a central agency to assist in filling positions, provide necessary training services, and generally assess personnel needs within the state.
- ▸ The estimated population of Florida is 13,195,952, including approximately 54,331 institutionalized residents. There are currently 1,002 professional librarians working in public libraries across the state and 50 librarians in state institutions.

11.111 **IMMEDIATE OBJECTIVE:** ***Increase the number of persons entering the library profession by awarding professional training grants.***

Assumption

- ▸ By acquainting interested individuals with the profession and with available financial assistance, by awarding professional training grants, and by assisting Florida public libraries to enlarge their staffs, Florida Standards for library personnel may be met.

Criteria

- Number of professional training grants awarded annually. (Ideal = 3)
- The number of Florida libraries that benefit from the professional training grant program.
- The positions of responsibility secured by professional training grant recipients is a measure of quality.

TASK: Provide professional training grant awards to individuals seeking a graduate degree in library and information science.

TIME - continuous

11.112 **IMMEDIATE OBJECTIVE:** ***To maintain a position availability service program.***

Assumption

- A centralized location for advertising Florida job vacancies can assist local libraries in filling vacancies more rapidly and efficiently. It is logical for the Division of Library and Information Services to keep current listings for professional openings within the state, as many persons interested in applying for library positions within Florida inquire through the designated state agency. The state library agency can direct inquiries to those libraries which have openings.

Criteria

- Number of inquiries made to the Division of Library and Information Services concerning library position openings.
- Portion of vacancies filled because of placement services maintained by the state library agency. (Ideal = 10%)
- Number of professionals accepting library positions through recruitment program. (Ideal = 12%)

TASK: List employment opportunities in Florida on a telephone recording device.

TIME - continuous

Make referrals to individuals seeking positions and to libraries with openings.

TIME - continuous

11.113 **IMMEDIATE OBJECTIVE:** ***To promote staff improvement through sponsored workshops.***

Assumption

- The Division of Library and Information Services should provide or coordinate training programs first, for the continuing library-related education of professionals, secondly, as determined by the Division, training may be provided for para-professionals in Florida's state institution and public libraries. These programs may take the form of workshops, institutes, lectures and informal sessions. Training should be given in specialized areas such as library services for special clientele.

Criteria

- Percentage of professionals and para-professionals attending some form of state sponsored training programs. (Ideal = 30%)

- Effectiveness of training programs as measured by usage of library service in specialized areas. (Ideal = constant increase)

TASK: Sponsor workshops for staff improvement.

TIME - continuous

11.114 **IMMEDIATE OBJECTIVE:** ***To award grants to librarians in state institutions, public libraries and within the Division of Library and Information Services to attend workshops, conferences and institutes to continue education in librarianship.***

Assumption

▸ Funding librarians in state institution and public libraries to attend institutes would benefit library services in specialized service areas. If a librarian attends an institute on a topic which would be beneficial to other libraries in the state, then he/she could report on that topic, at workshops sponsored by the Division of Library and Information Services or in Division or other library publications.

Criteria

- Number of institutes attended by state-sponsored Florida librarians.

- Number of workshops held, articles written or other information sharing outlets after attendance at institutes. (Ideal = number of products equals number of sponsored persons attending events).

- Number of sponsored professionals and para-professionals attending workshops or institutes. (Ideal = 10%)

TASK: Provide continuing education grants to librarians to attend workshops, conferences, and institutes which could lead to improvement of library service in Florida libraries.

TIME - continuous

11.115 **IMMEDIATE OBJECTIVE:** ***To collect and maintain national and state salary statistics, personnel surveys, and manpower utilization studies to assess Florida's needs in this area.***

Assumption

▸ In order to maintain a good placement service, guide Florida libraries in setting salary ranges and job classifications, and determine manpower needs, it is necessary to gather and organize reliable statistics and information concerning manpower and its development nationally and statewide.

▸ An up-to-date compilation of personnel information for the state of Florida should be done each year. This information should be supplied to libraries in Florida.

Criteria

- Number of surveys and data gathering efforts made annually.
- Number of libraries receiving information on salary statistics, personnel surveys and utilization annually. (Ideal = 100%)

TASK: Compilation of Florida Library Directory.

Compilation of salary chart of comparative sized libraries receiving State Aid.

ALTERNATIVE

In the event a sufficient number of professional librarians could not be secured to meet the needs of the residents of Florida, an intensive short course training for non-professional library staff could be instituted.

11.116 **IMMEDIATE OBJECTIVE:** ***To cooperate and coordinate with the appropriate state agencies, library associations, schools of library science, libraries and/or media centers and private organizations in order to achieve a coordinated and systematic approach to continuing education for library/media personnel in Florida.***

Assumption

- If libraries are to meet the ever changing informational needs of the public, adequately trained personnel are essential. The Division of Library and Information Services will assume a leadership role in continuing education.

TASK: To compile, maintain and/or disseminate 1) listings of continuing education opportunities available in Florida and the southeast; 2) information files of potential funding sources applicable to library and media continuing education; 3) a file of needs and human resource information received from groups of consumers or providers; 4) a file of program planning tools.

To compile and publish a list of all local, special interest, and statewide associations.

TIME - continuous

SECTION XX

MAJOR URBAN RESOURCE LIBRARIES

POLICY

A. *Five major urban resource libraries are identified throughout the state and are designated as such to facilitate the use of their resources on a regional and statewide basis in addition to their use as local resources.*

B. *The Department of State, Division of Library and Information Services has designated Broward County Division of Libraries, Jacksonville Public Libraries, Miami-Dade Public Library System, Orange County Library District, and Tampa-Hillsborough County Public Library System as major urban resource libraries in cities of 100,000 population or more. Libraries are strategically located to serve the greatest number of people in an area, so that all residents will have access to a major urban resource library.*

C. *The designation of major urban resource libraries is done in such a manner as to enhance the regional resource center program. Only the five regional resource center libraries which also meet the requirement of being public libraries in cities of 100,000 or more in population qualify to be major urban resource libraries.*

D. *Major urban resource libraries will participate in the interlibrary loan network administered by the Division of Library and Information Services.*

12.0 SUBGOAL

Provision of access to strong major urban resource libraries to individual users throughout their regions and the state.

12.1 LONG-RANGE OBJECTIVE

To provide access to subject and reference resources at major urban resource libraries within Florida.

Assumption

- The aim of the legislation which authorizes the use of funds from LSCA, (Title I) for the strengthening of major urban resource libraries and the extension of access to their collection was to recognize the need for central resource libraries for the public and to facilitate the use of such libraries by the public. Such libraries have in fact developed in major cities in many instances, although the nature of local public library support limits the activities of those libraries to their own tax areas. To make the resources of these major libraries accessible to the population outside the cities, support from another source is necessary. This was earlier recognized in the original Florida Long-Range Program for Library Service with the inclusion of the provision for regional resource centers. The availability of funds under this portion of LSCA Title I makes it possible to enhance the existing regional resource library program and improve that aspect of the total Florida library plan.

12.11 **INTERMEDIATE OBJECTIVE:** ***Plan for the integration of services on a direct use and interlibrary loan basis in order that the designation of major urban resource libraries will benefit not only the residents of the regions near such libraries, but the entire state as well.***

Assumption

- It is assumed that major urban resource libraries reflect both the patterns of library development, population distribution, and mobility to such an extent that these libraries can serve the needs of the state. In fact, however, the large size of the state and the irregular distribution of the population make it impossible to depend entirely upon direct use of resource libraries by the entire population.

12.12 **INTERMEDIATE OBJECTIVE:** ***Institute a plan for collection which will enable each major urban resource library to improve its holdings while at the same time strengthening resources on a broader scale throughout the state.***

Assumption

- In addition to the effort to develop specialized collections reflected in the plans for regional resource centers, major urban resource libraries continue to serve regional populations which demand immediate access to sophisticated collections. To allow for statewide coordination of collection building for such populations, while at the same time allowing for statewide sharing of resources, certain subject areas should be chosen for simultaneous acquisition of materials. Such high priority subject areas may be chosen due to scarcity of existing resources (as seen, for instance, in failure to fill interlibrary loan requests), social and intellectual movements in the state which require enhanced library resources, demand for support of individual education efforts, etc.

SECTION XXI

TITLE II - PUBLIC LIBRARY CONSTRUCTION

POLICY

A. *Grants will be made to eligible governmental agencies for the construction of new buildings, site acquisition and the acquisition, expansion or remodeling of existing buildings to be used for public library service. Funds are awarded on a matching basis to selected eligible governmental agencies after competitive evaluation of applications submitted within the prescribed time frames.*

B. *Construction projects are designed to serve areas which are without the library facilities necessary to provide adequate library services as determined by the Department of State, Division of Library and Information Services.*

DEFINITIONS

(1) "APPLICANT" means an eligible governmental agency which will own or have the unconditional use of the library building to be constructed, expanded, or remodeled and the site on which it is located.

(2) "APPLICATION" means a formal written request for financial assistance made on the Public Library Construction Grant Application form consisting of a complete project proposal and all other required documentation.

(3) "APPLICATION SUBMISSION PERIOD" means the formally announced period of time in a funding cycle for the submission of applications for General Revenue and LSCA grants. The application submission period will be the same for both General Revenue and LSCA grants.

(4) "BUILDING PROGRAM" means a narrative, in-depth description of the library's service philosophy and programs as they relate to the function and contribute to the design of the library building for which a library construction grant is being sought.

(5) "CONSTRUCTION PROJECT" means the construction of new buildings, site acquisition, and the acquisition, expansion or remodeling of existing buildings to be used for public library service. The project shall result in a completed library building.

(6) "DEPARTMENT" means the Department of State.

(7) "DIVISION" means the Division of Library and Information Services of the Department of State.

(8) "ELIGIBLE GOVERNMENTAL AGENCY" means the 67 county general governments, the incorporated municipalities of Florida, and special districts or special tax districts that establish or maintain a public library and provide free public library service.

(9) "FUNDING CYCLE" means the interval of time between the start of an announced application submission period and the notification of funding award by the Division. A common funding cycle will be observed for both General Revenue and LSCA grants.

(10) "LSCA" means the Federal Library Services and Construction Act.

(11) "PUBLIC LIBRARY SERVICE" means library service furnished by a public library free of charge.

(12) "REMODELING" means any structural alteration to the permanent interior walls, floors, ceilings or exterior shell of a previously completed building. This also includes alterations to electrical, mechanical and utility systems; remodeling to conserve energy; remodeling to make the facilities accessible by physically handicapped; and remodeling to accommodate new technologies. The term does not include maintenance or repairs such as repainting, replacing worn carpet, leaky roofs.

(13) "SITE EVALUATION" means a narrative analysis of the suitability of a location for a library building.

(14) "UNCONDITIONAL USE" means that the building to be remodeled, expanded or constructed and the site of such building are or will be owned by or under lease to the applicant by the date of application submission or within 30 days after the grant award. Such ownership or lease interest must be continuous and for a period extending at least 25 years from completion of the remodeling, expansion or construction of the building. Leases shall not be revocable at will.

ELIGIBILITY REQUIREMENTS

(1) The applicant for a library construction grant must be an eligible governmental agency.

(2) Eligible government agencies receiving a library construction grant must provide free library service without discrimination to all permanent residents of the service area taxed for library purposes.

(3) Library construction grants will be awarded on a matching basis only and the applicant must assure the Division that eligible local matching funds will be available and unencumbered.

(4) The applicant must have legal proof of the unconditional use of the site and the building to be constructed, expanded, or remodeled.

(5) The applicant shall employ a professional librarian, who shall have completed a library school program accredited by the American Library Association, functioning as a building consultant to prepare the site evaluation and the building program and to serve as a consultant to the applicant and its architect throughout the design and construction of the project.

(6) A project will not be eligible for a grant when:

a. the state or federal portion of the project will be less than $10,000; or
b. the project will result in a total building of less than 3,000 square feet.

(7) Only one grant will be awarded to, or within, an eligible governmental agency until all other eligible applicants have been awarded a grant during the funding cycle.

(8) Any library construction grant project for which a grant has previously been awarded and which is later withdrawn or vacated, and for which a new application is subsequently filed for substantially the same project, shall be considered only after the Division has acted upon all other applications during the funding cycle.

(9) Library construction grants will not be awarded, nor will applications for such grants be considered, if the construction project for which the grant award is sought cannot be completed with the funds requested and the applicant's required matching contribution. If the total cost of the proposed construction project exceeds these combined sources of funds, the applicant must absorb any additional costs and must assure the availability of such funds before a grant will be awarded.

(10) During a funding cycle, applicants may apply for either General Revenue grants or LSCA grants but not both.

APPLICATION CONTENTS AND PROCEDURES

(1) The Division shall accept applications only during application submission periods announced in the Florida Administrative Weekly. Applications may be withdrawn by the applicant at any time.

(2) Any eligible governmental agency desirous of making application for a library construction grant shall notify the Division and shall be provided with the Public Library Construction Grant Application form LS2E037. The form and information shall be provided free of charge.

(3) The application must be signed by an authorized person on behalf of the eligible governmental agency which will own or have unconditional use of the building to be constructed, expanded, or remodeled. It must be filed with the Division on a Public Library Construction Grant Application form supplied for this purpose and postmarked on or before the last day of the application submission period to receive consideration. Applications not received or postmarked on or before the last day of the application submission period will be rejected by the Division.

(4) All applications shall contain the following documents and information:

a. A completed Public Library Construction Grant Application form.

b. An official, adopted and certified resolution or ordinance by the applicant including:

1. Authorization for submission of the application;
2. Assurance that the required 50% match will be available and unencumbered at the time of grant award;
3. Name of the person authorized to sign the application;
4. Assurance that funding is sufficient and will be available in order that the project will result in a completed library building; and
5. Assurance that upon completion of the project, sufficient funds will be available to operate the facility.

c. Copy of documents which legally establish the library.

d. A detailed written building program prepared and signed by a professional librarian functioning as a library building consultant. The building program must include:

1. A list of the kind and amount of initial equipment needed for the project;
2. A brief overview of the library including a historical perspective, mission, goals and objectives of the library;
3. How one library function relates to another in terms of space;
4. Plans for future expansion or growth;
5. Projection of future needs;
6. Description of patron use and work flow patterns; and
7. A comparison of the proposed project to recognized standards for library facilities and services. Cite standards used. This

comparison should include, but not be limited to:

- a. Total floor space;
- b. The amount and kind of space required for all library functions, including both public and working areas, meeting space, and space for specific services;
- c. The amount of parking required, for library vehicles, patrons, and staff;
- d. Shelving required;
- e. Staffing required; and
- f. Lighting required.

e. Certification that the construction project will be in compliance with Federal Executive Order 11988, Floodplain Management as amended by Executive Order 12148.

f. Assurance of compliance with Title VI of the Civil Rights Act of 1964 statement on HEW Form No. 441.

g. Assurance that the site selected for the construction project does not interfere with the protection of properties listed in the National Register of Historic Places.

h. Preliminary plans, including:

1. Preliminary drawings prepared by a Florida registered architect, including elevations and floor plan with proposed functional areas labeled;
2. Outlined specifications prepared by a Florida registered architect;
3. Site plan;
4. Vicinity maps;
5. Subsurface soil analysis. This analysis is not required for remodeling projects; and
6. Certification by a Florida registered architect that the facilities will be designed to make them accessible and usable by physically handicapped persons. All facilities constructed must comply fully with Section 255.21, Florida Statutes, relating to accessibility by handicapped persons, as well as all other applicable federal, state and local laws, rules and requirements.

i. A narrative evaluation of the site of the building to be expanded, remodeled or constructed that is prepared and signed by a professional librarian functioning as a library building consultant. The site evaluation should justify the choice of site considering:

1. Community growth and traffic pattern projections for the future;

2. Adequate parking, taking into consideration local zoning and building codes;
3. Convenient access to major pedestrian and vehicular traffic routes; and
4. Physical characteristics of the site.

j. A narrative description of the construction project, prepared by the library director. The narrative statement must describe:

    1. How the building will function in a currently established city, county, or multi-county regional library or as a service unit of a potential library;
    2. How the construction project will contribute to new or improved services in the area it will serve;
    3. How the building will relate to recognized standards for total space for public library buildings. Cite the specific standards used; and
    4. The effects of staffing, maintaining, and operating of the proposed facility.

k. Legal proof or assurances, such as a resolution adopted by the applicant's governing body, that the applicant has unconditional use of the site and the building.

l. Certificate of Compliance with Federal Requirements; and

m. An assessment of the environmental impact of the proposed construction. and assurance of compliance with the policies and procedures relating to the Federal National Environmental Policy Act of 1969 and Federal Executive Order 11514 and amended by Executive Orders 11541 and 11991.

APPLICATION REVIEW PROCESS

Following the close of the application submission period, all applications will be reviewed for eligibility and completeness. In reviewing applications, the Division shall have the authority to ensure compliance with the rules. Such action may include, but is not limited to, determining the eligibility of an applicant or the sufficiency of the application, and determining the eligibility of a project element or expense.

(1) The Division may notify applicants of any application deficiencies. Eligible applicants may have up to thirty (30) days after notification date to complete and correct deficiencies. Insufficient applications or the failure to cure the identified deficiencies shall result in denial of the application. All corrections must be postmarked on or before the last day of the correction period specified by the Division.

(2) The Division will evaluate eligible applications in accordance with the criteria for evaluating applications and assign a total point score to each application.

(3) The Secretary of State shall have final authority to approve or deny all grant applications and to award grants based on the Division's evaluation and ranking. Such approval or denial is the final agency action for purposes of requesting a hearing under the Administrative Procedures Act, Chapter 120, Florida Statutes.

CRITERIA FOR EVALUATING AND RANKING GRANT APPLICATIONS

In addition to the other provisions of this Chapter, applications will be evaluated and competitively ranked based on the following criteria and points. The highest applicable point value will be assigned in each category by the Division except in (4) where the lowest applicable point value will be used. Assigned point values are shown after each criterion.

(1) Type of construction:
   a. New construction - 19;
   b. Expansion - 8; or
   c. Remodeling of existing space - 6.

(2) Population of the applicant's service area:
   a. 30,000 or more persons - 5;
   b. 20,000 - 29,999 - 4;
   c. 10,000 - 19,999 - 3; or
   d. Less than 10,000 - 2.

(3) Size of the total library building:
   a. 15,000 or more square feet - 7;
   b. 10,000 - 14,999 square feet - 5;
   c. 5,000 - 9,999 square feet - 3; or
   d. 3,000 - 4,999 square feet - 1.

(4) Type of library building. Only one category can apply to an application:
   a. Project housing the State Library Administrative Agency - 28;
   b. Headquarters for multi-county regional libraries - 24;
   c. Headquarters for county libraries - 20;
   d. Branch of a multi-county regional library which represents the only library facility in a county - 16;
   e. Branch libraries that are part of a county or multi-county regional library or municipal libraries that are part of a county or multi-county regional library by contract - 12;

f. Municipal libraries and their branches operating independently of a county or multi-county regional library - 8; or
g. A single building which is not devoted exclusively to public library service and for which prorating of expenditures shall be required - 4.

(5) Project Narrative. Adequacy of the construction project narrative based on the following:
a. How the building will function in a currently established city, county, or multi-county regional library or as a service unit of a potential library - 2;
b. How the construction project will contribute to new or improved services in the area it will serve - 2;
c. How the building will relate to recognized standards for total space for public library buildings. Cite the specific standards used - 2; and
d. The effects of staffing, maintaining, and costs of operating the proposed facility - 2.

(6) Building Program. Adequacy of the building program based on the following:
a. A list of the kind and amount of initial equipment needed for the project - 2;
b. A brief overview of the library including a historical perspective, mission, goals and objectives of the library - 2;
c. How one library function relates to another in terms of space - 2;
d. Plans for future expansion or growth - 2;
e. Projection of future needs - 2;
f. Description of patron use and work flow patterns - 2;
g. A comparison of the proposed project to recognized standards for library facilities and services. Cite standards used. This should include but not be limited to:
    1. Total floor space;
    2. The amount and kind of space required for all library functions, including both public and working areas, meeting space, and space for specific services;
    3. The amount of parking required, for library vehicles, patrons, and staff;
    4. Shelving required;
    5. Staffing required; and
    6. Lighting required - 2.

(7) Site Evaluation. Adequacy of the site evaluation based on the following:
a. Community growth and traffic pattern projections for the future - 2;
b. Adequate parking, taking into consideration local zoning and building codes - 2;
c. Convenient access to major pedestrian and vehicular traffic routes - 2; and

d. Physical characteristics of the site - 2.

(8) Building Floor Plans:
a. Consistent with or supportive of the building program - 2;
b. Within structural limitations, contain large, flexible, unobstructed space for economy of supervision - 2; and
c. Future expansion capability - 2.

(9) The extent to which the construction project assists the applicant in meeting the standards for total floor space requirements in their multi-county regional, county or municipal library as found in, Planning the Small Public Library Building, Small Libraries Publication, No.11. (Library Administration and Management Association, American Library Association, 1985), which is incorporated herein by reference:
a. 89 - 100% of standard - 12;
b. 76 - 88% of standard - 8;
c. 63 - 75% of standard - 4; or
d. 50 - 62% of standard - 1.

(10) If two or more applications receive the same score as a result of the above evaluation, the applicant having received the lowest amount of General Revenue or LSCA construction funds within 5 years of the application date will receive priority.

MAXIMUM CONSTRUCTION GRANT AWARD

Grant awards shall not exceed 50 percent of allowable costs, on a reimbursable basis, up to a total maximum grant of $400,000.

ADMINISTRATION OF LIBRARY CONSTRUCTION GRANTS

(1) The application, if approved, will become a part of the grant agreement between the Department of State, Division of Library and Information Services, and the applicant. The Division shall be responsible for preparing a grant agreement with any applicant whose application has been approved. No construction project shall begin until the grant agreement has been signed by the grantee and the Department and the Division shall not release any grant funds to the applicant before the grant agreement is executed. The Department is not liable for any costs incurred by the applicant before the grant agreement is fully executed.

(2) The payment of grant funds will be made in four payments on a reimbursement basis. The final reimbursement shall be made only after successful completion of project and agreement obligations. A minimum of

ten (10) percent of the grant amount shall be retained by the Division for the final reimbursement to be released upon receipt of acceptable project completion report and audit.

(3) A lump-sum contract for the construction must be awarded by the applicant within 270 days from the date of the execution of the grant agreement. Construction must be completed within a reasonable time insuring that competent and adequate engineering or architectural supervision and inspection is provided to insure that the completed work conforms with the approved plans and specifications.

(4) Any changes in the construction contract must be submitted to the Division for approval if they:

a. Alter the approved building floor space or space relationships;
b. Alter the approved function or services of any part of the facility;
c. Change the location, size or quantity of any approved fixed equipment;
d. Transfer funds from the approved equipment budget to the construction budget or vice versa; or
e. Affect design life safety features of the facility or requirements for elimination of architectural barriers for the handicapped. Approval will be given for the above listed changes (a) through (e) when changes meet applicable federal and state laws and regulations.

(5) The applicant shall maintain inventory records of all equipment purchased as a part of the construction project and submit such records to the Division when required.

(6) The applicant shall notify the Division of the date and time of final inspection in order to afford the Division participation in such inspection for the purpose of concurring in the final acceptance of the building.

(7) Before construction is advertised or let for bidding, an applicant must secure approval from the Division for the final working drawings and specifications.

(8) Bidding on all principal construction and initial fixed equipment contracts must be conducted so as to achieve maximum competition among qualified bidders. Additionally, it is required that bids be opened publicly and awards be made to the qualified bidder submitting the lowest acceptable, responsive bid. The Division shall receive documentation relating to the bid process.

ALLOWABLE USES OF GRANT FUNDS

Funds provided under a library construction grant may be used to cover costs of any of the following, as long as the construction project results in a completed library facility:

(1) Architectural services;
(2) Acquisition of land;
(3) New construction;
(4) Expansion;
(5) Remodeling;
(6) Site preparation, including the provision of parking spaces;
(7) Legal and engineering costs; and
(8) Initial equipment, including machinery, utilities, built-in equipment and enclosures or structures necessary to house them, and all other items necessary for the functioning of a particular facility for the provision of library services. Appraisal costs and incidental purchase costs such as surveys, title insurance, legal fees, etc., are not eligible expenditures and are not reimbursable.

MATCHING FUNDS

Eligible matching funds include cash, governmental appropriation, negotiable and non-negotiable securities, bonds sold or validated, funds used for advance plans, estimates, or the cost of the site for the construction project if acquired within three years preceding the date of the grant application submission. In addition, for State General Revenue grant applications for new construction, the fair appraised market value, of a currently owned site purchased more than three (3) years before the date of application may be included as a part of the local matching portion.

(1) Applicants may not use General Revenue grant awards as matching funds for LSCA grants.

(2) All funds, including local matching, must be administered by the applicant.

SUPERVISION AND TECHNICAL ASSISTANCE

The Department of State, Division of Library and Information Services, will supervise the project through the Bureau of Library Development which will provide direct supervision through conferences, inspection visits, examinations of records, and other means required. The Department of General Services, Bureau of Construction, will provide state library agency personnel with technical assistance and, from time to time, may be designated to make inspection visits to projects and examine records for the purpose of providing technical information and suggestions concerning project development to library personnel.

FACILITIES DESIGN

In designing facilities, the applicant must insure the proposed construction will be functional, economical, and not elaborate in design, or extravagant in the use of materials compared with similar type facilities in the state or geographic area. Design considerations shall include:

(1) Excellence of architecture and design;

(2) Inclusion of works of art; however, not more than 1% of the project cost may be spent on the inclusion of works of art;

(3) Reasonable provision, consistent with the other uses to be made of the building, for areas adaptable for artistic and other cultural activities;

(4) To the extent feasible, design features to maximize the efficient use of energy and to minimize the use of petroleum and natural gas as energy sources;

(5) Compliance with Standard 90-75 of the American Society of Heating, Refrigeration, and Air Conditioning Engineers (ASHRAE).

CONTRACTS

Contracts for grants between the applicant and the Department of State, Division of Library and Information Services, should include the following:

(1) The application, which will become a part of the contract.

(2) Provision that the applicant will award a lump sum construction contract within 270 days of execution of the grant contract and complete construction within a reasonable period of time.

(3) Assurance that the applicant will provide and maintain adequate supervision and inspection at the project to insure that the construction conforms to the approved plans and specifications, and that there is full compliance with the following laws, rules and regulations:

   a. Presidents Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 and as supplemented in Department of Labor regulation 41 CFR, Part 60;

   b. Florida Statutes, Section 255.21, relating to usability of public facilities by the physically handicapped;

c. Competitive bidding for all principal contracts for construction and initial fixed equipment with the contracts awarded to the lowest responsible bidders. The architect usually prepares this on a standard AIA form for the owner. The Division of Library and Information Services shall receive documentation relating to the bid process. Before construction is advertised or placed on the market for bidding, an applicant must get approval from the Division of Library and Information Services for the final working drawings and specifications.

(4) Contracts which may give rise to inventions shall include a provision for compliance with Parts 6 and 8 of 34 CFR.

(5) Provision for maintenance of inventory records of all items of movable equipment and furniture purchased as part of a construction project for which federal funds have been granted. This information shall be supplied to the Division of Library and Information Services.

(6) Provision for submission of an audit to the Division of Library and Information Services, in accordance with the Single Audit Act of 1984.

(7) Contracts in excess of $100,000 shall include provisions for compliance with all applicable standards, orders, or regulations issued pursuant to the Clear Air Act as amended (42 U.S.C. 1857 et seq.). Violations shall be reported in writing to the appropriate regional office of the Environmental Protection Agency, and a copy of the report shall be submitted to the Division of Library and Information Services. (See 40 CFR, Part 15, for relevant regulations of the EPA.)

(8) Compliance provisions for the Copeland "Anti-Kickback Act" (18 USC 874) as supplemented by Department of Labor regulations (29 CFR Part 5), and for the Contract Work Hours and Safety Standards Act (40 USC 327 et seq.) as supplemented by Department of Labor regulations (29 CFR Parts 5 and 1926) are as follows:

a. All specifications for construction contracts will contain the prevailing wage rates as determined by the Secretary of Labor in accordance with the Davis-Bacon Act, as amended (40 USC 276-a to 276 c-5) and provision that overtime compensation will be paid in accordance with the Contract Work Hours and Safety Standards Act regulations (29 CFR Parts 5 and 1926). These labor clauses shall be incorporated into the specifications. The contract provisions shall require that these standards be met.

b. As provided for by the contract between the local applicant and the Division of Library and Information Services, the local applicant will assure compliance with the provisions of 29 CFR Part 3 and 29 CFR

Part 5.5(a) and (c) by performing examination of weekly payrolls and requiring corrective action wherever necessary.

c. As provided for in the contract between the applicant and the Division of Library and Information Services, the applicant will assure that all payrolls and basic records relating thereto will be maintained during the course of the work and preserved for a period of three years thereafter for all laborers and mechanics working at the site of the construction project.

(9) Provision to comply with federal regulations governing access to records of contractors and subcontractors as outlined in 34 CFR, Part 74, Subpart D. Rights of access to records of subgrantees, contractors and subcontractors shall last as long as records are retained.

(10) Provision to follow such procedures, submit such reports, maintain such records, and afford access thereto, as the Division of Library and Information Services may find necessary.

(11) Agreement to the use of the building exclusively for the public library purposes for which constructed, expanded or remodeled, unless a change in its use is approved by the Division of Library and Information Services.

(12) All contracts and subcontracts between applicants and building contractors shall contain sufficient provisions to define a sound and complete agreement, including provisions that will allow for administrative, contractual, or legal remedies in instances in which contractors violate or breach contract terms, and provide for such remedial actions as appropriate. Contracts shall also contain provisions for termination by the party awarding the contract, including the manner by which termination will be effected and the basis for settlement. Contracts will describe conditions under which the contract may be terminated because of circumstances beyond the control of the contractor, as well as conditions under which the contracted may be terminated for default. A signed copy of the construction contracts and contract documents will be required for the Division of Library and Information Services official project file. These provisions shall be included in the bid specifications.

The subgrantee shall maintain competent architectural and engineering supervision and inspection at the construction site to insure that the work conforms to the approved drawings and specifications.

COMPLETION OF PROJECT

An applicant shall complete project construction within a reasonable time, and in accordance with the application and approved drawings and specifications. For LSCA projects, the Division of Library and Information Services will submit written notification of completion within 30 days to the U. S. Secretary of Education, on forms supplied by the U. S. Department of Education.

SUPPLEMENTARY FUNDS

An applicant may use funds under more than one program to support different parts of the same construction project, if it meets the following conditions:

(1) The applicant complies with the requirements of each program with respect to the part of the project assisted with funds under that program; and

(2) The applicant has an accounting system that permits identification of the costs paid for under each project.

SIGNS

An applicant that receives assistance under Title II of LSCA for a construction project must display at the construction site a sign stating that Federal funds provided under the Library Services and Construction Act are being used for this construction. If specifications call for a plaque in the completed building indicating the date of completion and source of funds, the applicant must note on the plaque that funds were provided under the Act.

13.0 SUBGOAL

The provision of adequate public library facilities for all residents of Florida.

13.1 LONG RANGE OBJECTIVE

To eliminate all inadequacies in public library facilities within Florida.

Assumption

- Unless there are adequate public library facilities, it will be impossible to establish and/or extend quality library services and programs. It has been found that less than half the floor space needed to serve the general public within the State has been provided.

13.11 **INTERMEDIATE OBJECTIVE:** ***To improve existing facilities to meet standards for public libraries to meet criteria developed in Planning the Small Public Library Building. Small Libraries Publication, No.11.***

(Library Administration and Management Association, A.L.A., 1985); in Practical Administration of Public Libraries, by Joseph L. Wheeler and Herbert Goldhor (Harper, 1962), p. 554; or in Standards and Guidelines For Florida Public Library Service, 1985.

Assumption

▸ Although public library facilities may exist, unless they are adequate to meet the of users, then quality service and programming will not be possible. Facilities must be improved to meet standards if libraries are to be viable service agents.

13.111 **IMMEDIATE OBJECTIVE:** ***To construct public library facilities designed to serve areas which are without library facilities necessary to develop library service.***

Assumption

▸ Unless a public library facility exists, there can be no service for an area. Florida currently has numerous libraries which will be ready for construction projects within a few years. It can be assumed there are still other areas in need of a facility but which are not able to foresee local appropriations being available to undertake such a project.

Criteria

- Number of new library buildings constructed in areas which previously had no public library facility or which had an inadequate facility. Areas without library facilities necessary to develop services or facilities which are inadequate to provide services are those areas which do not have a facility to meet standards appropriate to their size on the basis of population served. Standards to be used in the evaluation of adequacy of the library facility will be in Planning Small Public Library Building, Small Libraries Publication, No.11 (Library Administration and Management Association, ALA, 1985); in Practical Administration of Public Libraries, by Joseph L. Wheeler and Herbert Goldhor (Harper, 1962), p. 554; or in Standards and Guidelines for Florida Public Library Service, 1985.

- How well the existing library facilities are meeting the standards for public library facilities and the number needing improvement to meet these standards. Standards for public library construction as cited in No. 1 above shall be used as criteria for this measurement.

TASK: Provision of LSCA Title II or state construction grants for local public library construction.

Time - continuous.

ALTERNATIVE

Without LSCA funding for public library construction, there will be a significant reduction in the number of new library facilities being built. The local governments would be responsible for construction except in those years when state grants are approved by the legislature.

SECTION XXII

TITLE III
INTERLIBRARY COOPERATION AND RESOURCE SHARING

Various ongoing programs and projects at the state, consortium, and local level will be funded with Library Services and Construction Act (LSCA) grants. Such programs and projects will be in accordance with the plans in this section and will be subject to the following policies, procedures and criteria.

POLICY

A. LSCA Title III or state program grants will be awarded only to eligible applicants whose library programs are administered by a professional librarian who shall have completed a library education program accredited by the American Library Association. The Division of Library and Information Services, however, reserves the right to waive this requirement.

B. Development of new consortia or networks will in general follow a pattern which involves a year of planning which results in a document clearly stating goals and objectives in a specific time frame. If approved by the Division of Library and Information Services, the consortium or network may receive implementation grants based upon the approved plans.

C. Applications will be evaluated for funds in accordance with the following criteria:

  1. Projects for information, bibliographic and materials resource sharing with statewide interlibrary cooperation applications involving more than one type of library.

  2. Projects for information, bibliographic and materials resource sharing with less than statewide interlibrary cooperation applications involving at least two countywide public library systems and more than one type of library.

  3. Projects for information, bibliographic and materials resource sharing applications limited to a single political jurisdiction including more than one type of library.

D. All types of libraries, state institutions, and non-profit organizations primarily related to the provision of library services are eligible to apply for grants under the Library Services and Construction Act, Title III.

POLICY (continued)

E. Criteria to be used in determining the membership of libraries in statewide or intrastate regional networks are as follows:

1. ***Assurance by the library administration of cooperation with the lending procedures of the network in question.***

2. ***The effectiveness of inclusion of libraries in the state's networks may be determined by based on such factors as: (1) a wide population base; (2) size and depth of collection; (3) geographic location relative to predictable user populations; and (4) probable overlapping of holdings with libraries of other types within the same region.***

3. ***Need within a specific library's population for access to the network in order to meet its demands for library service that cannot be met internally.***

4. ***Evidence of development of local funding support which will enable the network to survive without continuing grant funding.***

F. The networking plan adopted for the statewide Florida Library Network is flexible... (see Long Range Objective 14.1)

PROCEDURES

A. Upon notice from the Division of Library and Information Services, applicants shall develop and submit a project proposal containing a detailed description of the proposed project. Project proposal forms will be provided by the Division. Dates for receipt of project proposals shall be published in the Florida Administrative Weekly.

B. Proposed projects will be reviewed by the state Advisory Council on Libraries and the Division of Library and Information Services.

C. The Division of Library and Information Services will notify applicants of grant awards.

D. A grant agreement will be made between the Department of State, Division of Library and Information Services, and the applicant or its administrative authority.

E. A report of project expenditures and activities will be required for each approved project at the end of the grant period. Report forms will be supplied by the Division.

BACKGROUND AND ASSUMPTIONS

The basis for a resource sharing system in Florida's libraries was laid in 1968 with the establishment of the Florida Library Information Network (FLIN). As it was structured at that time, FLIN was an hierarchical system in which all interlibrary loan requests were sent to the State Library and either filled there or broadcast by closed-circuit teletype to the public library regional resource centers. In 1970, TWX machines were installed in the state universities for their inclusion in FLIN.

FLIN continued on that basis until 1975 when the State Library initiated a massive retrospective conversion project. The holdings records were converted and included in OCLC for the State Library, the regional resource centers, and, insofar as possible, the nine state universities and the University of Miami. At that time, it became possible to refer requests by teletype to the universities based on knowledge of their holdings as shown in OCLC. Thus, OCLC became not only the tool for conversion but the de facto host for the database as well. At the time, however, the project was known primarily for its end product, Florida COMCAT, a microfiche title listing of all holdings which has been updated and re-issued annually.

During the early 1980's a major shift was made to transmit interlibrary loan requests via OCLC as well as simply identifying the holding library in the database. Not only did the change speed up the processing of requests, it also made possible decentralization of all requests among OCLC participants. That signalled OCLC's change from a passive reference tool for resource sharing to an enabling instrument which was integral to the process.

All the original participants in the project continued to catalog on OCLC, and additional libraries were added through the 1980's. In 1988 and 1989 an additional 39 libraries which were already members of OCLC joined FLIN, and their records in OCLC, by definition, became part of the Florida database.

Florida now has the largest number of members of OCLC of any state in the Southeast, with over 100 members. Of those, 65 now participate in FLIN, using OCLC as a database and medium for transmitting interlibrary loan requests. In addition, another 19 libraries belong to the FLIN Group Access program, which allows libraries which are not full members of OCLC to use the interlibrary loan subsystem. TBLC has also established such a group, which allows more than 20 other libraries online access. The State Library serves as the referral library for both groups to libraries outside Florida.

A new surge of activity in interlibrary cooperation began in 1984. The State University System obtained over $3,000,000 in funding from the Legislature to establish a center which would support library automation for all nine state universities. This resulted in the Florida Center for Library Automation (FCLA). Early expectations were that FCLA might serve all types of libraries. Although this was ultimately not possible, the event set in motion a number of other activities. However, the Legislature has provided continued funding the operation of FCLA to serve the state universities.

The State Library established advisory committees which assisted in laying the groundwork for the King Research study, which produced A Statewide Plan for Library Networking and Automated Library Systems In Florida. That served as the basis for this plan and other planning documents in succeeding years. The State Library has pursued implementation of the recommendations through various means, using existing legislative authority and LSCA funding.

The Florida Library Network (FLN) was given its first formal existence with the appointment of the FLN Council and its initial meeting in 1987. The FLN Policy Board was elected at that time and has provided assistance in policy-making since then. In addition, the State Library, the Council and the Policy Board have been active in cooperative planning and legislative support with the State University System, the Division of Community Colleges, and the Department of Education School Library Media Services.

Four multitype library consortia have been or are being formed: Southeast Florida Library Information Network (SEFLIN), Tampa Bay Library Consortium (TBLC), Central Florida Library Consortium (CFLC), and Panhandle Library Access Network (PLAN). Although initially funded with LSCA grants from the State Library, consortium planning was founded on local initiative and natural coalescence of groups rather than a prescriptive plan.

The development of interlibrary cooperation has continued rapidly since 1984. As mentioned above, regional cooperation and resource sharing have been fostered by the establishment of multitype consortia. At the same time that organization for interlibrary cooperation and resource sharing has developed, vital elements in shared databases have been put in place. The legislature has continued to support FCLA as the single automated support system for the state universities, and loading of the machine-readable records in that system has made possible access to a somewhat unified database for those large academic research collections.

In 1989 the Legislature appropriated $3,000,000 for the establishment of a parallel automated center to serve all 28 community colleges. That center is being developed in a manner that will provide a union catalog of all community college holdings as well as support for each institution's internal activities. It will also be linked to the FCLA system. In 1990, the Legislature continued funding at the $3,000,000 level for the Community College Library Automation center (CCLA).

During 1988-1990, the Legislature also appropriated $400,000 each year for retrospective conversion of bibliographic records from public school media centers. The Department of Education is contracting for this project with the intent that machine-readable records will (1) be created in a common format that will eventually make possible a union database and (2) provide records for local automation efforts in each school district.

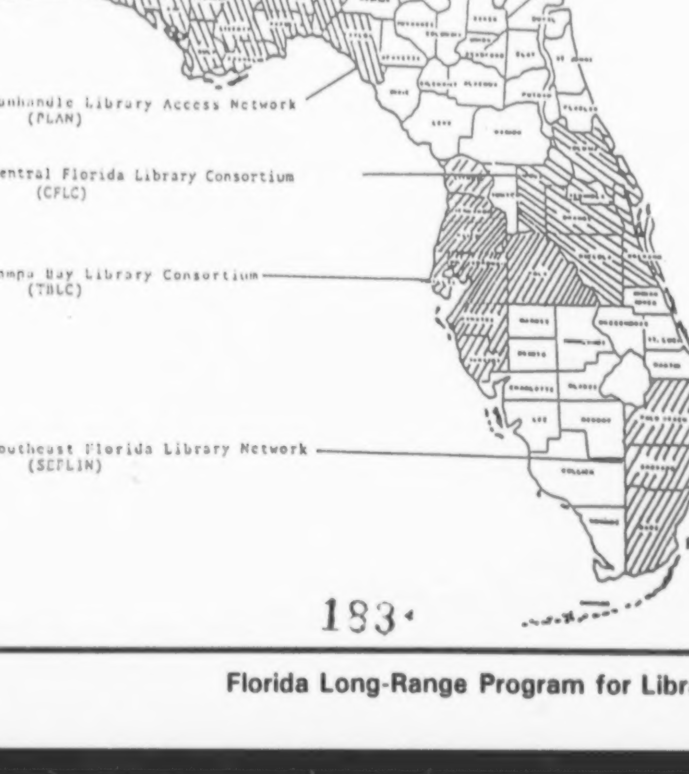
A major development in smaller libraries which are not users of OCLC has been the conversion of bibliographic records to machine-readable form by other methods. These include contractual retrospective conversion and the use of CD-ROM bibliographic tools. The records so generated have proliferated rapidly and already number in the hundreds of thousands. Attention is being given to the challenge of consolidating those into the state database to make the information generally available.

As the various databases are developed and linkages are established, the general approach to resource sharing may evolve beyond present sole dependence on OCLC. As greater automated resources are developed within the state, alternative systems for locating materials and requesting loans may be utilized.

The Florida Long Range Plan for Interlibrary Cooperation incorporates most recommendations of the King Research reports and should be considered in the full context of those documents as well as the many activities that have been initiated in the past five years. The major purpose of the Florida Long Range Plan for Interlibrary Cooperation is to serve as a working paper supporting further development of plans for the Florida Library Network by the Network Council, Policy Board, and committees which have been established as recommended in the King Research report and in this plan. Various portions of that document are incorporated in annual revisions of this section of the Florida Long-Range Program for Library Services.

Figure 1

Multitype Library Consortia in Florida


Panhandle Library Access Network
(PLAN)
Central Florida Library Consortium
(CFLC)
Tampa Bay Library Consortium
(TBLC)
Southeast Florida Library Network
(SEFLIN)

RESOURCE SHARING PHILOSOPHY AND POLICIES

The following statement is taken from the Library of Congress Network Advisory Committee's "Library Networking: A Statement of a Common Vision" and is endorsed by the Florida Library Network Policy Board.

> *"Our common vision of networking is an environment in which libraries can provide each individual in the United States with equal opportunity of access to resources that will satisfy their and society's information needs and interests. All users should have access on a timely basis to the information they require without being faced with costs beyond their own or society's means.*
>
> *To realize this vision, there must be technical and intellectual sharing of resources between the public and private sectors; local, state, and federal governments must fulfill their various responsibilities to individuals and society; and the diverse missions of the several types of libraries must be accommodated. As this vision becomes a reality, there will emerge a diverse but coordinated structure of networks rather than a monolithic one. Active research, rapidly developing technology, collaborative leadership, common standards, and shared communications will provide means by which the system will be further shaped as an interlocking series of local, state, regional, national, and international relationships that are capable of serving the nation's information needs."*

Freely Shared Resources

The goal of the Florida Library Network is to make possible freely shared resources among the libraries of Florida in order to provide full access to information and materials. Libraries contribute to the quality of life for all persons and promote the economic, social, and educational development of all segments of the population.

There is no single, prescriptive way in which to make possible such sharing. However, there are certain principles and strategies which have been accepted by participants while working toward the end goal.

Principle of Responsibility to Primary Clienteles

Every library has a mandated responsibility to provide for the needs of a specific clientele. This mandate must be considered prior to extending service to other groups or individuals. However, to provide service to its own clientele, the library in most instances has the responsibility to reach beyond its own resources to obtain information and materials which are not in its own collections.

The mandate to serve a specific clientele may have multiple facets and be broadly defined. For example, the State Library of Florida has the statutory responsibility to work toward the improvement of all types of library services. At the same time, the State Library is not intended to supplant library services by local governments, school districts, or educational institutions.

Other examples are state-supported university and community college libraries which have as their primary responsibility provision of service to support the curriculum and research of its student body and faculty. As an added duty, these publicly supported institutions expect to contribute to the intellectual, economic, and social well-being of the community and the state.

The role of the public school media center is generally conceived as providing resources which support the curriculum for a specific age group. As an essential part of the community, the public school and its library media center expects to contribute to the well-being of the community.

Principle of Mutual Benefit and Reciprocity

In its responsibility to reach beyond the resources contained in its own collections to satisfy the needs of its specific clientele, each library must be able to draw upon the materials and information contained in other libraries and agencies. Traditionally, this has been recognized and materials have been shared among libraries, even if only on an ad hoc, courtesy basis.

The general recognition of the mutual benefit to be obtained by access to the collections of other libraries provides the basis for reciprocity among libraries in sharing their resources. Such reciprocity ranges from completely informal to highly structured arrangements with prescribed protocols and procedures.

The mutual benefit to be gained through sharing of resources has led to accommodation of interlibrary loan among libraries as a routine matter, without a concomitant demand for exact, proportionate compensation. Such an attitude has been based in large part upon the broad view of each library's social responsibility.

Strategic Distribution of Resource Sharing Workload and Responsibility

With the evolution of information needs during this century, there has been a tremendous growth in volume of resource sharing. The tendency when searching for information not contained in the immediate library is to turn to a larger library, as being more likely to contain the desired item in its broader collections. The effect is, of course, to increase the burden upon larger libraries. In actual fact, modern methods of record-keeping (such as OCLC's online union catalog) reveal that there is a high degree of nonduplication among libraries; with such information available, it is possible to distribute many requests to smaller libraries. The burden on larger libraries can therefore be controlled, and the recipients of benefits from resource sharing are more likely to provide proportionate service to other borrowing libraries.

The concept of strategic distribution of workload led to the use of union catalogs of holdings and accompanying protocol systems of distribution of interlibrary loan requests. Such a system of distribution has been developed among the Florida Library Information Network (FLIN) libraries. The use of "tiers" of libraries for distribution of interlibrary loan requests has proved to bring about equitable distribution of requests for materials among FLIN lending libraries.

Although the strategic distribution of requests for resource sharing provides a mechanism for equalizing workload, the process of distribution itself is time-consuming and not a complete solution. Until the holdings records of all libraries are included in the system of distribution, the requests from smaller libraries will not be counterbalanced by their also being called upon for loans to other agencies.

As a matter of efficiency, the State Library of Florida, which has responsibility for service to the entire state's population, serves as a library of first resort for interlibrary loan requests for libraries which wish to use FLIN. A system of contracts with major public libraries has existed since 1968 by which the "regional resource centers" accept shared responsibility with the State Library for resource sharing for the state at large, including serving as the second tier of FLIN lending activity. The regional resource centers receive grants which may be used to reinforce the resources available for these activities. Other resource sharing requests are referred to medium-sized public libraries, community college, private academic, special, or State University System libraries.

Formal Agreements

Libraries which have received grants as part of their lending participation in FLIN have signed formal agreements. All borrowing libraries abide by the rules in the FLIN Manual or can be denied participation. As a matter of principle, the FLIN Manual should be regarded as a formal agreement to which all libraries agree when using the privilege of the current resource sharing system in Florida.

Summary

The principle of resource sharing in Florida is based upon the idea of mutual benefit and reciprocity, with strategic distribution of workload assuring equitable participation. The use of libraries of first resort and subsequent tiers has been determined by the need for efficiency. Resource sharing should be founded on mutual benefit, not compensation.

14.0 SUBGOAL

The systematic and effective coordination of the total information, bibliographic and materials resources of all types of libraries within the state, in order to provide easy access to the full range of information, bibliographic and materials resources of libraries.

14.1 LONG RANGE OBJECTIVE (Florida Library Network)

To maintain the Florida Library Network within the Division of Library and Information Services of the Department of State for the facilitation of interlibrary cooperation, statewide resource sharing and development of shared automated systems.

POLICY

Flexibility

The networking plan adopted for the statewide Florida Library Network is flexible, so that:

1. Libraries may retain their local autonomy.
2. Libraries select the extent of their participation in networking activities.
3. Libraries may move from one level of participation to another.
4. Libraries may participate in networking activities regardless of their type, size, geographic location, or automation status.
5. Libraries may continue or begin to participate in other cooperative or networking activities both in and outside of Florida.
6. Consortia may be integrated into the plan for statewide networking, as appropriate.
    a. The development of consortia which will serve as nodes in the Florida Library Network and linkages between those consortia should be encouraged so as to provide greater opportunity for

resource sharing.

b. Consortia funded through the Division of Library and Information Services and recognized as nodes within the Florida Library Network will formulate plans which are consistent with, and will be merged into, the network's statewide plan.

c. Within a consortium which is recognized as a network node, requests for LSCA Title III funding for interlibrary cooperation activities are submitted to the Division of Library and Information Services through the consortium's administrative unit.

7. Affiliation with a national network will be the preferred method of maintaining a complete statewide database.

a. OCLC will be the overarching device for in-state coordination of resource sharing, providing a link among such databases as FCLA, TBLC, and any other consortium-based databases.

b. Consortia will select appropriate devices for intra-consortium resource sharing, but OCLC's Group Access program is the preferred method of sharing bibliographic records.

Participation

All types of libraries in the state (public, academic, institutional, school, and special) are eligible for participation in statewide networking activities.

Incremental Development

The Florida Library Network is developing incrementally over time, as more libraries in the state progress to full participation, and as it offers expanded services to its participating libraries.

Configuration (See Figure 2)

1. Basic Configuration

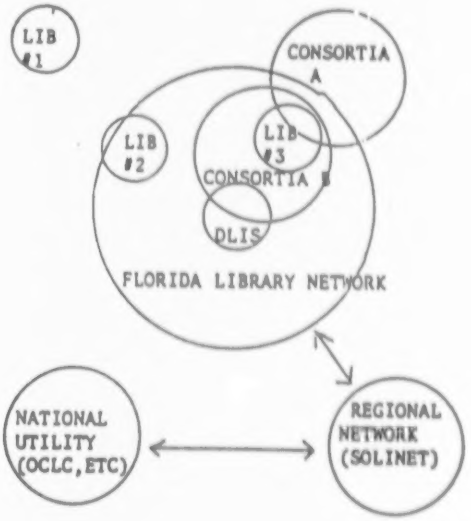
The basic configuration of the Florida Library Network is a series of interconnected components, including, but not limited to:

- The Division of Library and Information Services
- Statewide consortia (e.g., FLIN)

- A database maintained in OCLC for coordination of resource sharing throughout the state
- Consortia of multiple types of libraries (e.g., SEFLIN, TBLC)
- Consortia of libraries of a single type (e.g., health sciences libraries)
- Consortia of libraries established for a single purpose (e.g., the automation centers serving the state universities and the community colleges)
- OCLC Group Access structures for consortia
- Library systems
- Multi-library institutions
- Individual libraries which are not part of other groups.

Figure 2
Proposed Network Relationships

The configuration of the network allows for a wide variety of overlapping or separate organizational relationships.



2. **Multiple Linkages**

Network participants may belong to more than one of the components in the network. The network is flexible enough to incorporate this variety of different sub-network configurations so that existing systems and networks can be incorporated into the structure and new configurations can evolve as appropriate. (e.g., A library may belong to FLIN, FCLA, TBLC, OCLC/SOLINET, and possibly other consortia simultaneously in order to obtain the benefits of membership in each.)

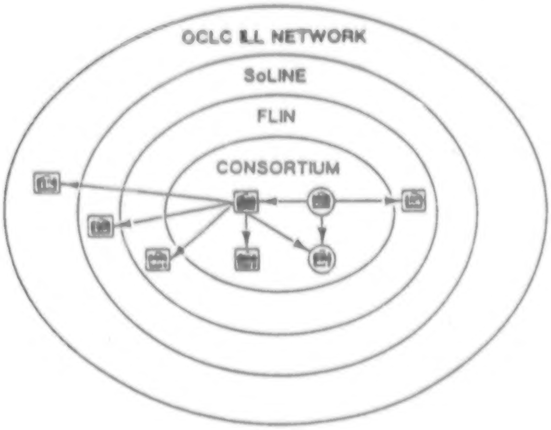
3. **Interstate Linkages**

Contact with national and multistate utilities (OCLC/SOLINET, RLG, etc.) will be continued by libraries where appropriate to insure Florida's access to nationwide information systems.

4. **Concentric resource sharing protocols**

Consortia or groups of libraries will be encouraged to share resources within their most immediate spheres of interest. Methods of resource sharing such as Group Access arrangements will be coordinated to allow for a library to move outward from its own holdings to its most immediate sphere and then into concentric spheres such as the statewide resource sharing network, all of OCLC, etc.

Figure 3
Concentric Resource Sharing Protocols



Administrative Structure

Administrative Host

The Division of Library and Information Services of the Florida Department of State is the administrative host for the Florida Library Network; it has the primary responsibility in the state for the facilitation and coordination of library networking activities, provision of advice and consulting to support such activities, the coordination of needed education and training programs for all levels of library personnel, and support and encouragement of other programs as appropriate.

TASK: Prepare, distribute and inform the library community about the Florida Long Range Plan for Interlibrary Cooperation.

TIME: - continuous

Network Council and Policy Board

The Florida Library Network Council has been established by the Department of State to provide advice on issues related to statewide networking. This council includes representatives from all types and sizes of libraries throughout the state, library cooperatives and consortia in the state that are components of the network, library graduate educational agencies, state government agencies which fund library programs, and representatives of library professional organizations in the state.

The eleven-member Florida Library Network Policy Board is elected from the membership of the Florida Library Network Council; the four state government agencies which fund library programs retain permanent representatives on the policy board.

TASKS: Maintain the Florida Library Network Council and the Florida Library Network Policy Board, appoint and elect members, and convene meetings.

TIME: continuous

Review of the Florida Long Range Plan for Interlibrary Cooperation by the Policy Board and Council.

TIME: continuous

14.11 **INTERMEDIATE OBJECTIVE:** ***To promote interlibrary cooperation and resource sharing through the activities of the Division of Library and Information Services.***

14.111 **IMMEDIATE OBJECTIVE:** ***To provide network services through the Division of Library and Information Services by:***

Encouraging and supporting network services, networking activities, automation developments, telecommunications developments, education and training offerings, calendar of events, etc.

Providing advice and consulting relating to library networking activities and resource sharing, automation, retrospective conversion, and telecommunications.

TASKS: Provide advisory and consulting services and funding to libraries in the areas of:

(a) networking and resource sharing activities
(b) automation
(c) retrospective conversion
(d) telecommunications

TIME: continuous

Encourage the establishment and continuation of consortia.

TIME: continuous

Develop and maintain up-to-date information on automated systems and equipment in use in the state.

TIME: continuous

Include networking information in the Division of Library and Information Services' information memoranda and technical bulletins.

TIME: continuous

Produce and disseminate more detailed network information for the network participants.

TIME: continuous

Coordinate developments within the network and consortia in the areas of:

(a) interlibrary loan
(b) database development
(c) document delivery
(d) shared automated systems
(e) reference referral
(f) shared technical processing

TIME: continuous

As needed, appoint committees of representatives of the network to address issues related to:

(a) bibliographic standards

(b) database development (including union list of serials)
(c) automation standards
(d) telecommunications and electronic messaging
(e) interlibrary loan protocols and procedures
(f) delivery systems
(g) education and training
(h) identification and conversion of special collections
(i) statistical and cost reporting standards
(j) evaluation of networking
(k) liaison with professional organizations and interest groups
(l) interfacing automated library systems

TIME: continuous

14.112 **IMMEDIATE OBJECTIVE** ***(Levels of Participation): To maintain a range of participation or access levels so that libraries with any level of networking resources have an avenue into the network.***[3]

***Level I: Non-automated participation* - Communicating requests by mail, courier, or telephone to designated Florida Library Information Network switching centers**

***Level II: Partially automated participation* in networking activities as a non-contributor to the database, but accessing the database using either a microcomputer or terminal and having direct access to the electronic mail/communications network**

***Level III: Fully automated participation* in all networking activities as a contributor to the Florida database and as a supplier of interlibrary loans**

14.113 **IMMEDIATE OBJECTIVE (Formal Relationships):** ***To establish formal agreements between network participants and the network organization for provision of network services.***

---

[1] The first two levels of participation often may be temporary, developmental stages.

TASK: Prepare and sign agreements with members for provision of network services.

TIME: continuous

14.2 LONG RANGE OBJECTIVE (Bibliographic Databases)

To extend as far as practicable inclusion in the Florida Library Network by means of membership in national, multistate regional databases (OCLC/SOLINET, etc) and in the developing consortia.

14.21 INTERMEDIATE OBJECTIVE (Statewide Database): *To define and set standards for a statewide bibliographic database.*

1. Definition:

The library community of Florida, with the assistance and encouragement of the State Library of Florida, is creating a statewide library database which contains bibliographic information about, and local holdings information for, the material resources (regardless of format) of academic, institutional, public, school and special libraries. Ideally, when fully developed, the database will contain the bibliographic records of all Florida libraries. The Florida library database is currently defined as all machine-readable bibliographic records of Florida Library Information Network members which conform to the current national standards for the electronic maintenance, retrieval and storage of library records. The State Library supports the library database as a tool for resource sharing between libraries and for resident access to information about the material resources of all Florida libraries.

TASK: The database committee will prepare a plan for progressive development of the state database. The plan will be incorporated in a document which will provide guidance in further network development and will be subject to periodic review and revision.

TIME: continuous

2. Purpose:

The purpose of the Florida library database is to provide access to all material resources in Florida libraries.

3. Goals for the Florida Library Database:

   a. To include information about all the library material resources of all Florida libraries for the purpose of facilitating resource sharing among members of the Florida Library Network.

   b. To facilitate direct access to information about library material resources for all Florida residents.

4. Working Assumptions

   a. The Florida library database is defined as all machine-readable bibliographic records of all members of the Florida Library Information Network (FLIN) which meet national standards.

   b. The Florida library database is a resource sharing tool. Libraries will need to continue participation in bibliographic utilities and continue other database creation activities to meet automation needs other than resource sharing among Florida libraries.

   c. The library database contains bibliographic data about all library material resources regardless of format.

      The statewide database contains sufficient data to make informed interlibrary loan and reference decisions.

      The statewide database contains sufficient data to allow for informed resource development decisions.

   d. Methods of accessing and using the Florida library database, and the data available for these activities, will be designed to meet the resource sharing needs of the majority of users and the bulk of anticipated usage.

   e. Sufficient location information will be included in any products derived from the statewide library database to allow for informed interlibrary loan and reference decisions.

      Local copy information will continue to be added and maintained by local libraries in their local automated systems. This will ensure that data which may be needed in the future will not be lost.

f. There may be different products available for access and use of the database for different purposes and different users.

The display and/or content of bibliographic data and holdings information available to the public/residents may be different from that available to library staff.

The display and/or content of bibliographic data and holdings information available to a library using the statewide database for resource sharing may be different from the display and data available to a library for making collection development decisions.

g. The standards for records in the Florida bibliographic database are:

For record format: USMARC (or extension such as OCLC MARC or RLIN MARC.)

For record content: Preferred: AACR2
Accepted: AACR

For record level: USMARC national level minimal level record

For serial holdings statements: ANSI Z39.44 (summary level)

All state-funded automation activities (including retrospective conversion, local automation systems, and those involved with building and maintaining the library database) will require assurances that the project or system will accept, store, and output USMARC records meeting the minimum requirements for fields established for the Florida library database.

Encouraging libraries to follow nationally accepted standards for records format and content will continue to allow for changes in equipment, software and the combination of bibliographic records from many sources.

h. Nonstandard records containing sufficient information to allow them to be upgraded to USMARC format will be part of the Florida library database only after they have been upgraded.

i. The Florida library database is a single database, currently housed and maintained on OCLC. In the future, the library database may become a multi-site database as technological development and maturity in the state allow for the linking of separate systems and the state database may become a series of linked databases throughout the state.

j. Local and regional automation activities that create, maintain and house USMARC records are part of building and maintaining the Florida library database.

k. All components of the Network have a role in decision making and service delivery. The State Library has responsibility for planning for full access to the database by all residents.

l. The State Library has a role in, but is not wholly responsible for, adding records to and maintaining the statewide library database.

The State Library will continue to encourage retrospective conversion projects that result in USMARC records being added to the Florida library database.

Local libraries and consortia will continue to have responsibilities for adding and maintaining records in USMARC format.

m. Funding to build, maintain, access and use the Florida library database is a desirable use of state and federal funds.

14.22 **IMMEDIATE OBJECTIVE (Building and maintenance of the database)**: ***Building and maintaining the information included in the Florida library database:***

TASKS: The Florida Library Network database committee will recommend to the Council and/or Policy Board the appropriate classes and types of materials to be given highest priority in the guidelines for any future retrospective conversion grant programs administered by the State Library. These guidelines may also address priorities for upgrading non-USMARC records to USMARC and also enhancing records to include any further geographic or consortium designations.

The State Library will continue to fund retrospective conversion projects to convert local library records to machine-readable records following the USMARC format. Such converted records must be available for addition to that portion of the statewide library database presently housed and maintained on the OCLC Online Union Catalog. These records would also be available for local use and may come from both OCLC members and libraries not currently OCLC members.

The State Library will revise the automation planning grant program to reflect the priorities recommended by the database committee and approved by the Council and to encourage greater automation cooperation between public libraries and other types of libraries. The guidelines for such a grant program will be developed to demonstrate and evaluate local cooperative automation projects which contribute to the building and maintenance of the statewide library database, to resource sharing, and to the development of linkages between the systems in the state.

The State Library will initiate a program to build a statewide union list of serials using OCLC.

The State Library will gather identifying information on OCR/bar codes used by libraries in Florida. The State Library will actively encourage participation and use of the registry by members of the library community to facilitate the identification of materials.

14.23 **IMMEDIATE OBJECTIVE (Provision of access to the database):** ***Providing access for use of the information included in the Florida library database:***

TASKS: The State Library will begin implementation of a plan to expand the use of OCLC's Group Access capability to facilitate access to those portions of the statewide library database housed and maintained on the OCLC Online Union Catalog.

The State Library, the Florida Center for Library Automation, and the Florida Information Resource Network will implement a program of supporting access to FCLA via FIRN toll-free dial-up access.

The State Library will continue to monitor the results of OCLC's Telecommunications Link Test Program to assess the benefits of using FIRN to access the statewide library database housed and maintained on the OCLC Online Union Catalog.

The database committee will assess the relative costs and benefits of publishing the Florida library database in CD-ROM format.

The database committee will assess the relative costs and benefits of providing increased online access to those portions of the statewide library database housed and maintained on the OCLC Online Union Catalog as a substitute for offline products or methods.

The database committee will assess the costs and benefits of using a transmittal system other than OCLC to transmit interlibrary loan requests throughout the state.

The State Library will continue to monitor the development of instate data center capabilities to identify any alternatives to OCLC for database maintenance and transmittal of interlibrary loan requests.

The State Library will continue to fund the operation of the Florida Library Information Network switching center until all libraries are able to transmit their interlibrary loan requests directly.

The State Library will continue to maintain the FLIN interlibrary loan policies, protocols, and procedures to manage use of the Florida library database for identification and transmittal of interlibrary loan requests.

The State Library will continue to fund projects identified in tasks "8" and "9" above (or substitutes for those projects) until 100 percent of the state's residents have either in-library or direct access to the Florida library database through products or methods derived from the database.

14.24 **IMMEDIATE OBJECTIVE (Telecommunications):** ***The feasibility of using State-operated or commercial communications networks to support interlibrary cooperation throughout the state will be explored. Communication systems may include different systems for different purposes, but use should be coordinated to maintain efficiency in moving from function to function.***

TASKS: Investigate potential use of State-operated or commercial communication networks to support interlibrary communications within Florida.

TIME: continuous

Expand the telefacsimile network to include all members of FLIN.

TIME: continuous

Continue to use OCLC as the primary communication system for interlibrary loan but consider availability of other systems, especially in conjunction with possible new methods of distributing database information in formats such as CD-ROM.

TIME: continuous

Plan and implement a communications/electronic mail system, as appropriate, to libraries having the necessary equipment.

TIME: continuous

14.25 **IMMEDIATE OBJECTIVE (Local Automated Systems):** ***Because many libraries already have some degree of automation, it is not feasible to put all libraries in one software or hardware system. However, there is a desire to move toward compatible systems that are essentially transparent to the user and to make all resources as widely available as possible.***

The development and coordination of individual and shared automated systems to support the needs of libraries of all types and sizes within the state will be encouraged. Such systems ideally should be capable of supporting USMARC records.

TASKS: Standards related to library networking and local automation will be developed and adopted in the following areas:

1. Bibliographic databases and holdings statements
2. Automated systems
3. Telecommunications
4. Interlibrary loan protocols and procedures
5. Electronic mail
6. Electronic document delivery
7. Reporting statistics, networking and automation costs, and other library management information

These standards should be consistent with library and information standards developed by national and international standards organizations.

14.26 **IMMEDIATE OBJECTIVE (Interfaces):** ***Nationally- or vendor-developed transparent interfaces to link similar and dissimilar automated library systems to form distributed networks will be monitored in development and adopted when appropriate.***

TASK: Keep abreast of developments in nationally- or vendor-developed transparent interfaces to link similar and dissimilar automated library systems.

TIME: continuous

Support further development of linkage of dissimilar systems as presently being developed in Florida.

TIME: continuous

14.3 LONG RANGE OBJECTIVE (Pilot Projects):

Various pilot projects will continue or be initiated at the state or consortium level to determine the suitability of expansion of these projects to include other libraries and to develop expertise which may be shared with other libraries.

14.4 LONG RANGE OBJECTIVE (Resource Sharing)

To provide access to the materials and information available through the Florida Library Network.

14.41 INTERMEDIATE OBJECTIVE (Document Delivery): ***To develop strategic systems for hard-copy and electronically transmitted document delivery systems.***

14.411 **IMMEDIATE OBJECTIVE:** ***The Florida Library Information Network interlibrary loan program will continue to move toward decentralization, so that libraries in the state may transmit requests for materials directly to holding libraries.***

TASKS: Decentralize the FLIN program to support direct library-to-library transmission of ILL requests.

Investigate and evaluate various commercial document delivery services for provision of requests for copies of journal articles. These costs will be compared with costs associated with in-house processing of requests using telefacsimile.

Develop strategic systems for hard-copy and electronically transmitted document delivery.

14.42 **INTERMEDIATE OBJECTIVE (Cooperative Collection Development):** ***Development of a cooperative collection development policy for Florida libraries will be encouraged. This activity will be closely associated with the identification of special collections throughout the state.***

TASK: A committee will be appointed and prepare a plan for cooperative collection development activities for the Network. The plan will be incorporated in a document which will provide guidance for related Network activities and will be subject to periodic review and revision.

14.43 **INTERMEDIATE OBJECTIVE (Preservation and conservation):** ***A statewide study identified preservation and conservation needs of the state's libraries, a complete plan to meet their needs will be developed.***

14.5 CONTINUING EDUCATION

The development of appropriate continuing education and training programs for all levels of library personnel, with some form of credentialing for participants, will be coordinated on a statewide basis.

(This activity is seen as important to future network development. However, it is not fully detailed in this long range program.)

14.6 COORDINATED PURCHASING

Volume discounts for equipment, materials, online database services, document delivery services, etc. will be investigated and arranged as necessary.

(This activity is seen as important to future network development. However, it is not fully detailed in this long range program.)

14.7 EVALUATION AND STATISTICAL MEASUREMENT

An ongoing program for the evaluation of network effectiveness will be developed and coordinated.

The entire process of reporting library statistics will be reviewed because of inconsistencies noted in reporting practices as evidenced in survey responses. A common basis for reporting statistics will be established, and appropriate statistical reports on networking activities and automated library systems will be collected. This will be done in addition to the continued publication of the annual Florida Library Directory with Statistics.

(This activity is seen as important to future network development however, it is not fully detailed in this long range program.)

Appendix I

GLOSSARY OF ACRONYMS AND INITIALISMS

CFLC	Central Florida Library Consortium. A multitype library consortium in Central Florida.
COMCAT	Computer output microform catalog of holdings of FLIN libraries.
DLIS	Division of Library and Information Services, Department of State
FCLA	Florida Center for Library Automation. A center at the University of Florida in Gainesville serving library automation needs of the libraries of the State University System. FCLA is responsible for administration and software. Computer facilities of the Northeast Regional Data Center (NERDC) are used.
FIRN	Florida Information Resource Network. A telecommunications network under the Florida Department of Education serving public educational institutions and agencies.
FLIN	Florida Library Information Network. A statewide interlibrary loan network. It uses a computerized interlibrary loan subsystem among full OCLC members, including the State Library, five public library Regional Resource Centers, the nine state university libraries, the University of Miami, and other public, private academic, and special libraries. An additional 20 non-member libraries use the OCLC subsystem under the FLIN/Group Access project. Any other qualified library in Florida may mail requests for materials to the State Library to be filled or for referral to the online libraries.
FLN	Florida Library Network. The proposed multipurpose network open to all types of libraries in Florida.
MARC	Machine Readable Cataloging (as standardized by the Library of Congress).
OCLC	Online Computer Library Center, Inc. A national utility providing for the automated handling of bibliographic records and other functions for member libraries.
OCLC Group Access	A structured arrangement provided by OCLC for resource sharing within defined groups of libraries. It allows for participation by both full cataloging members and "selective user" libraries which do not catalog online. Selective users may, however, use the online system for

	interlibrary loan activity and tapeload their own holding records from local sources.
PLAN	Panhandle Library Access Network. A multitype library consortium being planned to serve the northwest region of Florida.
SEFLIN	Southeast Florida Library Information Network. A multitype library consortium in Southeast Florida.
SOLINET	Southeastern Library Network. A regional utility brokering services from OCLC and providing other enhancements of services to member libraries in the southeastern United States.
SUS	State University System of Florida.
TBLC	Tampa Bay Library Consortium. A group of over sixty libraries of all types in seven counties centered around the Tampa Bay area of Florida.

SECTION XXIII

IMPROVING LIBRARY SERVICES THROUGH TECHNOLOGY

POLICY

A. *Statewide factors in development of library automation have been outlined in A Statewide Plan for Library Networking and Automated Library Systems Development in Florida and in the Florida Long-Range Plan for Interlibrary Cooperation, incorporated herein as the Title III section of this Program. Systems in local libraries and groups of libraries will be encouraged to develop congruently with the Statewide Plan.*

B. *Technology projects developed under Title I of the Library Services and Construction Act will be considered for funding in the following priority order:*

First Priority:

Projects which will improve or extend library services through the use of technology directly to the public or special identifiable groups.

Second Priority:

Projects which will provide improved library services indirectly through the use of technology for administrative or management functions, including library support systems. Projects should be well documented; should have completed planning and system selection activities; demonstrate need; and provide evidence of local matching commitment to selected system(s): purchase, installation, database creation, training, site preparation, and maintenance.

C. *The Division of Library and Information Services will provide guidelines for planning automation projects. These guidelines should be used by libraries applying for Title I or state program grants under this section.*

D. *The data base supporting the interlibrary cooperation, resource sharing activities of the Florida Library Network currently resides in and is hosted by the Online Computer Library Center (OCLC) system. Library support systems will be given priority which provide for inclusion of records in OCLC.*

E. *Bibliographic records will be created and maintained in standard USMARC format. If systems must be developed which do not accommodate full MARC records, they will be structured so as to make possible an efficient upgrading of the record during migration to new systems.*

15.0 SUBGOAL

The development within state institutions and public libraries of a variety of operational formats designed to increase library use by public and special identifiable groups.

15.1 LONG RANGE OBJECTIVE

To extend and improve library services through the use of available technology.

Assumption

- Innovative technologies exist which can both enhance the provision of traditional library services and allow the provision of new library services. Such technologies include telefacsimile and computers for both administrative and patron use. The use of these technologies in the library will not only benefit the direct user, but will also increase the library's ability to serve its public.

15.11 INTERMEDIATE OBJECTIVE: *To assist public libraries in the development and implementation of plans and activities which will extend and improve library services through the use of computer or other technology.*

15.111 IMMEDIATE OBJECTIVE: *To provide access to information and consultant advice to libraries planning for or considering the use of technology for automation of library functions or for public access.*

Criteria

- Number of libraries developing plans for utilization of technological systems to improve services. (Ideal = number of libraries requesting assistance in this area).
- Number of plans developed (Ideal = same as above).

TASKS: Establish and maintain a special collection at the State Library Agency of informational materials relating to computerization and related technologies, for use by consultants and local libraries.

TIME - continuous

Provide consultant assistance to libraries considering the implementation of new technologies for library services.

Provide LSCA, Library Services (Title I) or state program grants annually to assist libraries in planning for the implementation of computer and other technologies.

15.112 **IMMEDIATE OBJECTIVE:** ***To assist libraries in implementation of computer and other technologies designed to improve library services, either through the provision of new services, the enhancement of existing services, or the extension of services to new users.***

Assumption

- Because of available technology, the library can not only improve existing services but also can provide new services and reach new populations.

TASK: Provide LSCA Title I or state program grants annually to assist libraries in the implementation of computer and other technologies.

APPENDIX

1991-92

SUMMARY STATISTICS FOR FLORIDA PUBLIC LIBRARIES

Statistical Summary Overview

Selected summary statistics, for the 98 public libraries reporting data for the 1991-92 fiscal year, can assist in determining how well each library is supported and how well it is serving the needs of its community. For comparative purposes, data for 1990 - 1992 is also presented.

	FY 1988-89		FY 1989-90		FY 1990-91	FY 1991-92
	Florida	National	Florida	National	Florida	Florida
Total Library Income per Capita	$13.52	$17.85	$15.25	$18.37	$16.35	$16.66
Local Income as Percent of Total Library Income	81%	75.8%	85%	76.8%	85%	86.9%
Library Expenditures per Capita	$11.93	$16.28	$13.98	$17.05	$15.67	$15.48
Staff Expenditures per Capita	$7.00	$10.19	$7.62	$10.86	$8.53	$9.39
Circulation per Capita	3.82	5.75	4.27	6.1	4.87	5.02
Items per Capita (volumes)	1.81	2.63	1.42	2.59	2.28	2.35
Turnover Rate	2.11	2.19	2.03	2.23	2.13	2.13
Average Number of FTE staff per 10,000 population	3.14	4.47	3.68	4.27	4.24	3.61
Number of Paid Staff	3,213	108,246	4,534.39	108,187	4,545	4,624
Total FTE Paid ALA-MLS Librarians	914	21,305	979.85	23,377	1,002	1,045
Circulation of Materials	50,303,509	1,394,887,374	52,611,138	1,467,489,548	59,975,315	64,236,788
Total Volumes and Serial Titles	23,863,193	637,944,320	25,894,416	657,222,254	18,411,210	21,892,300

PUBLIC LIBRARIES IN FLORIDA
Grouped by Population

	Population Range	Number of Public Libraries	Number of Public Libraries Reporting FY 1991-92 Data
Group 1	500,000 or more	7	7
Group 2	100,000 - 499,999	21	21
Group 3	50,000 - 99,999	13	11*
Group 4	20,000 - 49,999	22	21**
Group 5	10,000 - 19,999	20	17***
Group 6	0 - 9,999	28	21****
TOTAL		111	98

Non-Reporting Libraries

* Broward: *Helen B. Hoffman*; Palm Beach: *Boca Raton*

** Dade: *Lafe Allen*

*** Okaloosa: *Niceville, Robert L.F. Sikes*; Polk: *Haines City*

**** Flagler: *Flagler Beach*; Lake: *Marion Baysinger*; Manatee: *Tingley Memorial*; Palm Beach: *Lantana Community*; Polk: *Polk City*; Sumter: *Bushnell, Panasoffkee*

Staffing

FY 1992 Staffing in Public Libraries in Florida

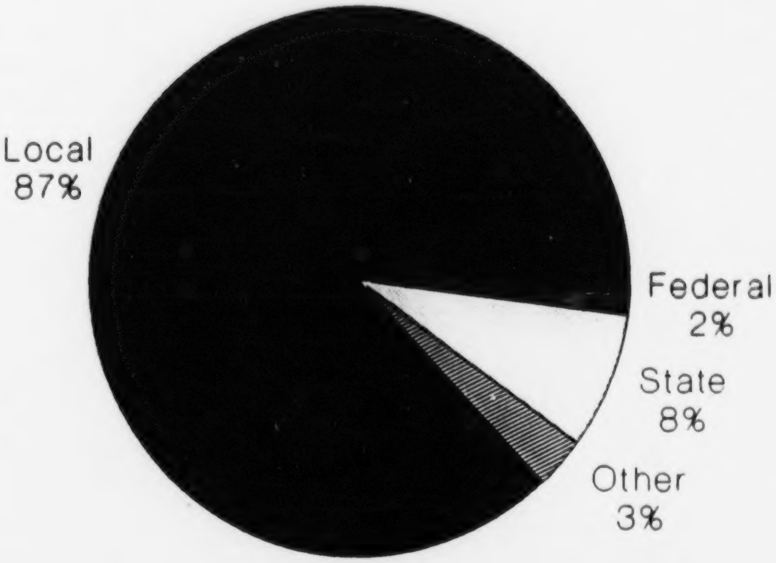
	Number of Reporting Libraries	FTE Staff	Average FTE Staff per Library	High	Low
Group 1	7	2,431.69	350.24	549	242.14
Group 2	21	1,476.85	70.33	181.06	15.85
Group 3	11	330.38	30.03	63.3	11.75
Group 4	21	201.75	9.61	25	2
Group 5	17	99.93	5.88	16	2
Group 6	21	63.71	3.03	9	0*
TOTALS/AVERAGES	98	4,624.29	47.19	140.56	45.62

* Some libraries in Group 6 are run entirely by volunteers.

Funding

Funding of Public Libraries in Florida - 1992

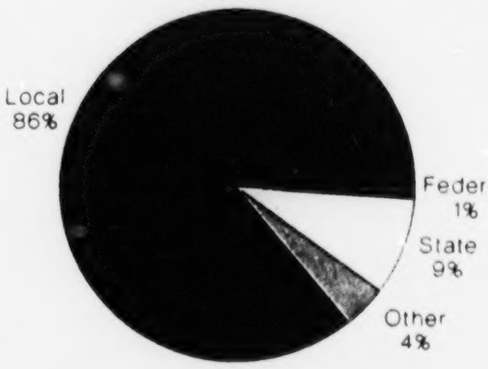
Total Income of Public Libraries		FY 1991-92	FY 1990-91
a. Local	$185,296,038	87%	85%
b. State	$17,631,985	8%	9%
c. Federal	$3,111,726	2%	1.6%
d. Other	$7,295,903	3%	4.4%
TOTALS	$213,335,651	100%	100%



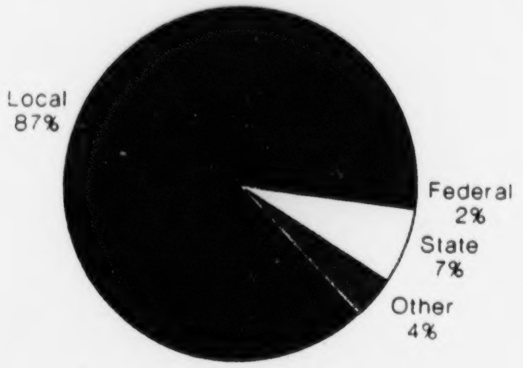
Funding Sources

FY 1992 Public Library Funding

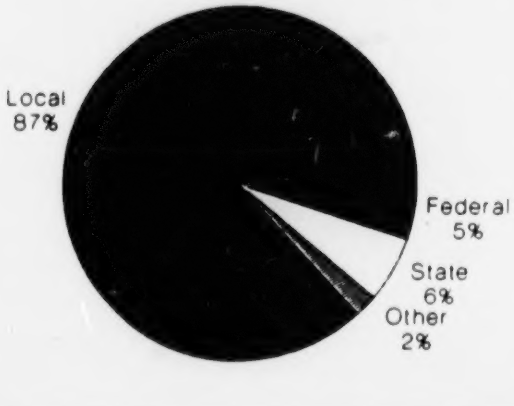
Group 1: 500,000 + Served



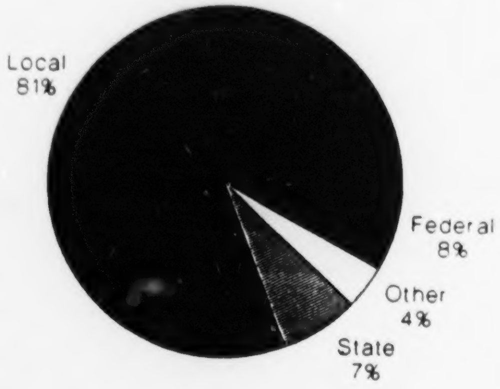
Group 2: 100,000 - 499,999 Served



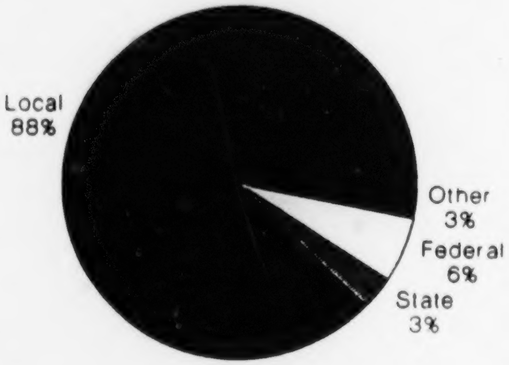
Group 3: 50,000 - 99,999 Served



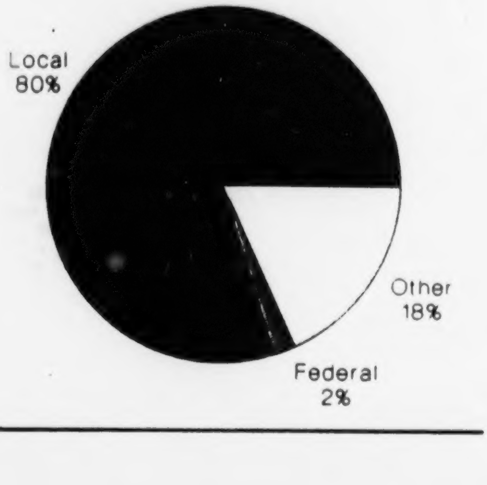
Group 4: 20,000 - 49,999 Served



Group 5: 10,000 - 19,999 Served



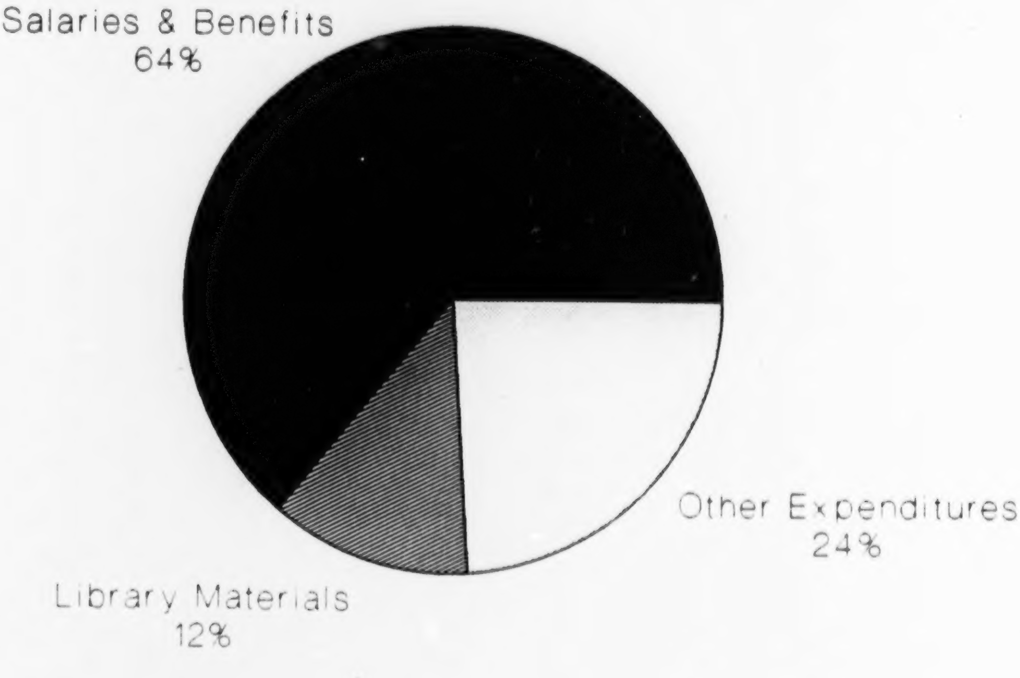
Group 6: 0 - 9,999 Served



Expenditures

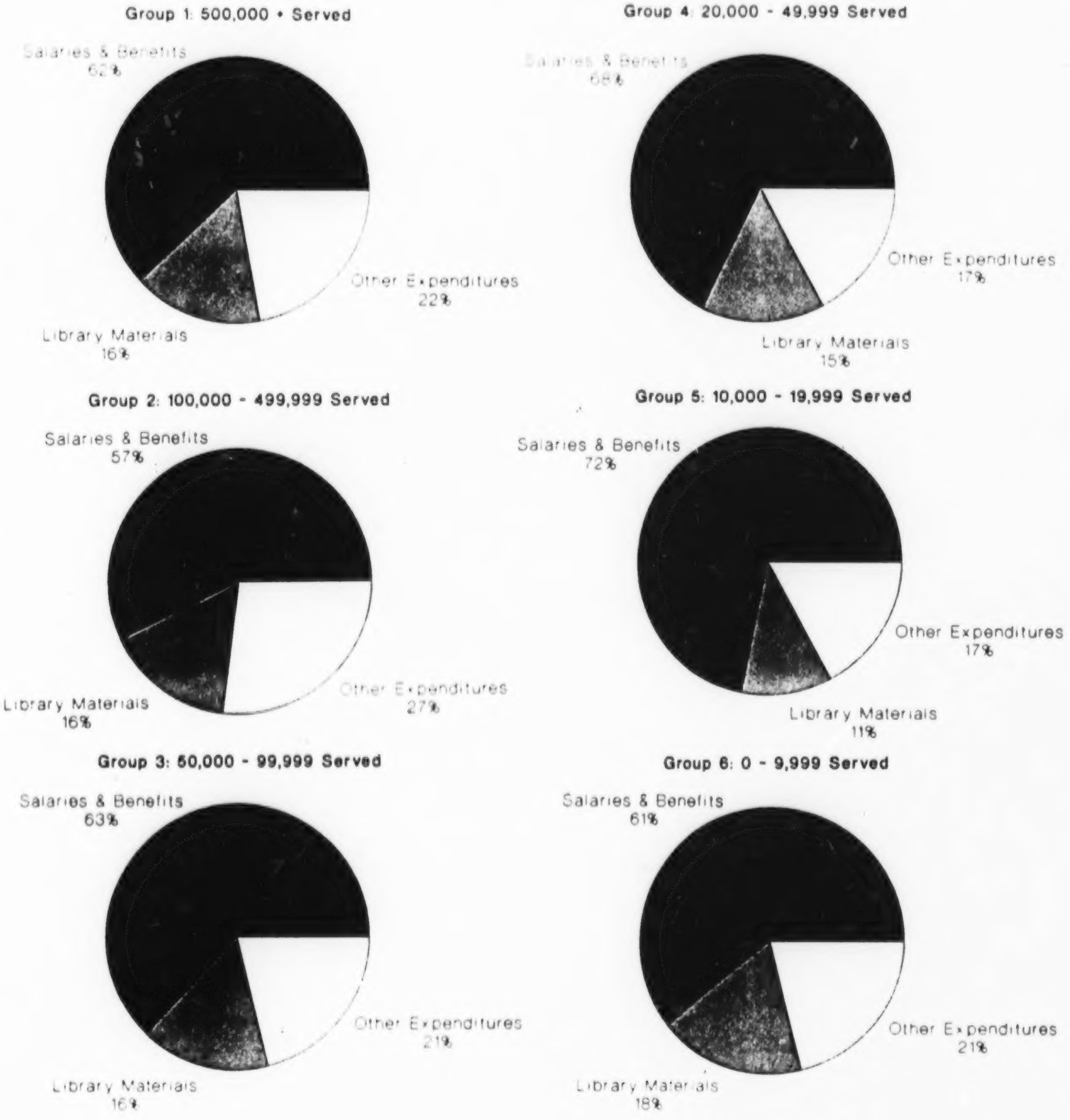
FY 1992 Expenditures by Public Libraries in Florida

Total Expenditures of Public Libraries		FY 1991-92	FY 1990-91
Salaries and Benefits	$120,248,498	60.7%	57.8%
Library Materials	$32,202,590	16.2%	16.8%
Other Expenditures	$45,758,265	23.1%	25.4%
TOTALS	$198,256,353	100%	100%



Expenditures

FY 1992 Public Library Expenditures



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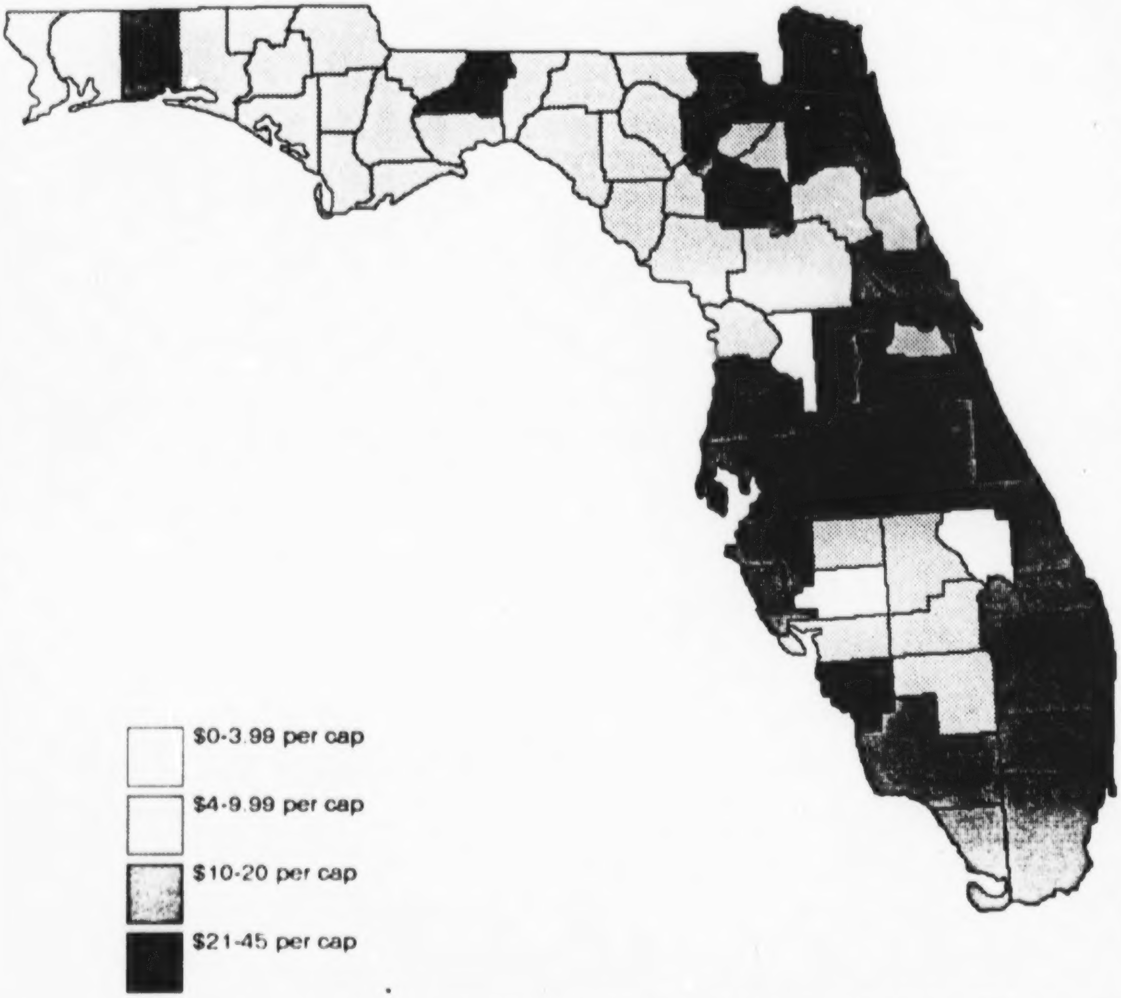
FL Public Library Expenditures Per Capita By County: 1991-92



Note: Data depicted here represent all public libraries in a particular county. Per capita calculations are based on population served by libraries, and not necessarily the entire population of the county.

DATANET PLUS MAPPING

National Average, 1990-91: $17.80

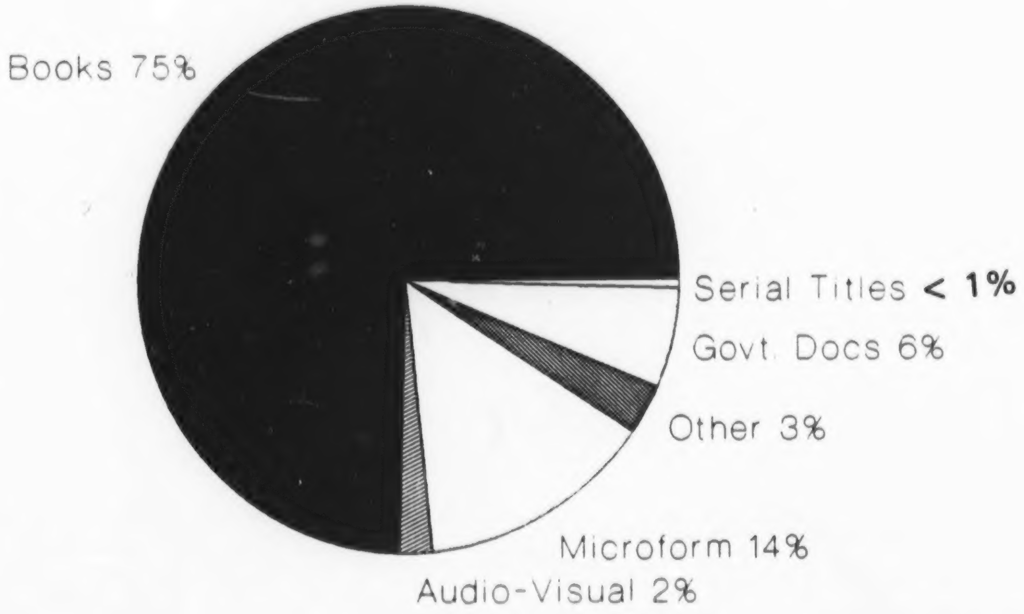
Florida Average, 1991-92: $15.48

State Library of Florida

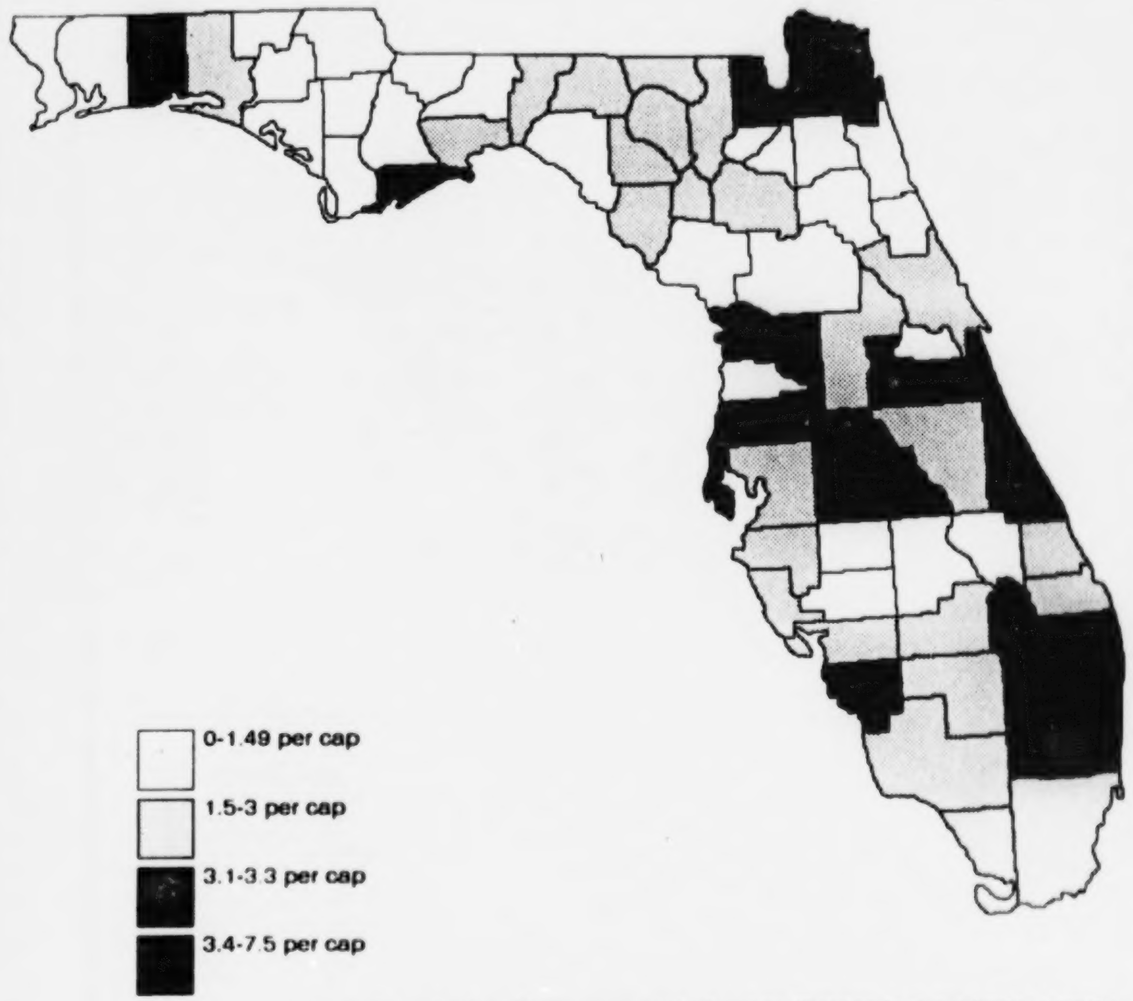
Florida Library Directory with Statistics, 1993

Collections

Volumes by percent of total collection



Florida Public Library Volumes
Per Capita By County: 1991-92



Note: Data depicted here represent all public libraries in a particular county. Per capita calculations are based on population served by libraries, and not necessarily the entire population of the county.

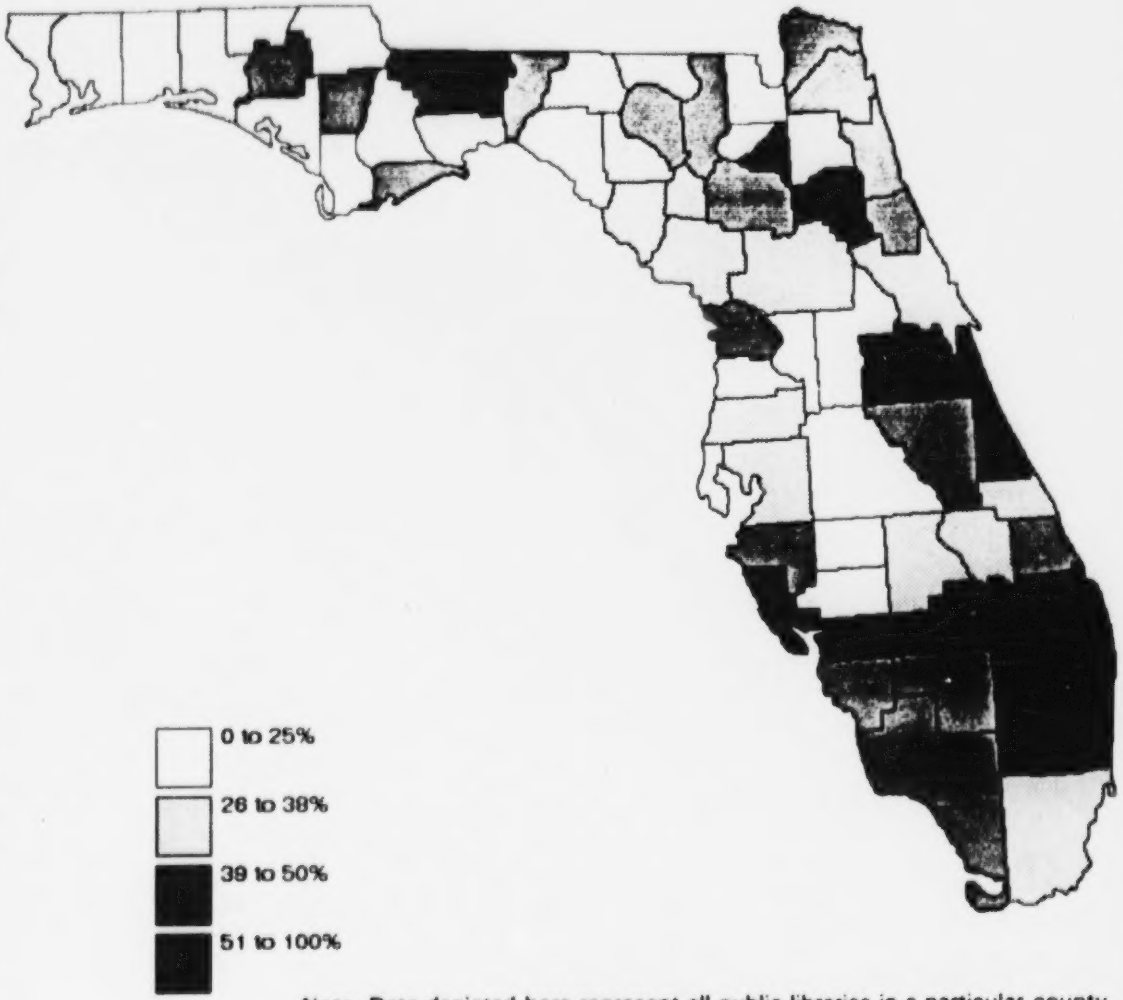
DATANET PLUS MAPPING

Florida Average, 1991-92: 2.35

State Library of Florida

Florida Library Directory with Statistics, 1993

Percentage of Florida Population with Library Cards



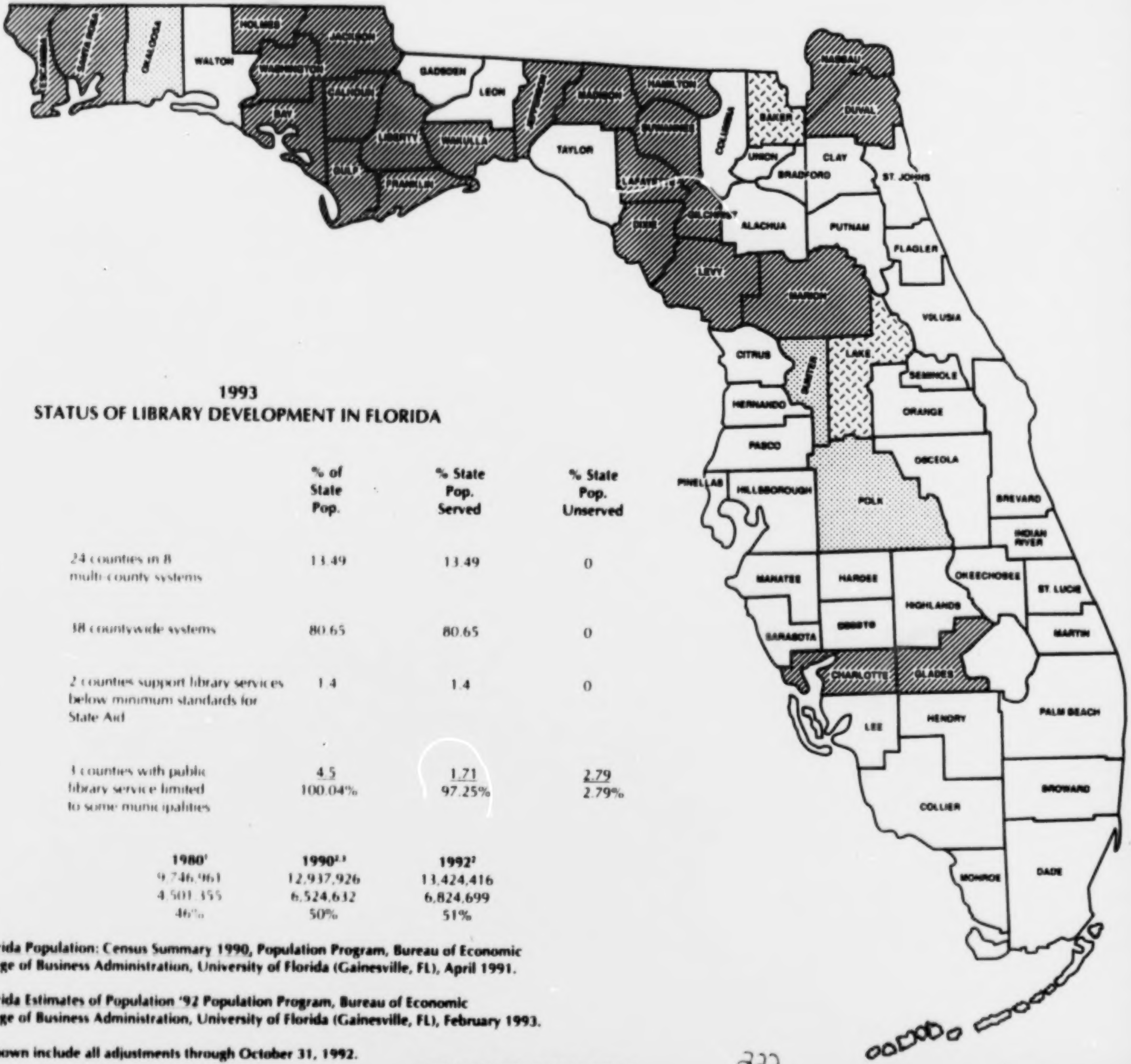
Note: Data depicted here represent all public libraries in a particular county. Per capita calculations are based on population served by libraries, and not necessarily the entire population of the county.

DATANET PLUS MAPPING

Florida Average, 1991-92: 38%

State Library of Florida

Florida Library Directory with Statistics, 1993



1993
STATUS OF LIBRARY DEVELOPMENT IN FLORIDA

Population			% of State Pop.	% State Pop. Served	% State Pop. Unserved
1,811,598	Group 1 ▨	24 counties in 8 multi-county systems	13.49	13.49	0
10,827,141	Group 2 ☐	38 countywide systems	80.65	80.65	0
181,738	Group 3 ▧	2 counties support library services below minimum standards for State Aid	1.4	1.4	0
603,939 13,424,416	Group 4 ░	3 counties with public library service limited to some municipalities	4.5 100.04%	1.71 97.25%	2.79 2.79%

	1980[1]	1990[2,3]	1992[2]
State of Florida	9,746,961	12,937,926	13,424,416
Unincorporated population	4,501,355	6,524,632	6,824,699
% Unincorporated	46%	50%	51%

1. Figures obtained from Florida Population: Census Summary 1990, Population Program, Bureau of Economic and Business Research, College of Business Administration, University of Florida (Gainesville, FL), April 1991.

2. Figures obtained from Florida Estimates of Population '92 Population Program, Bureau of Economic and Business Research, College of Business Administration, University of Florida (Gainesville, FL), February 1993.

3. 1990 population counts shown include all adjustments through October 31, 1992.

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